

Marketing & Communications Intern

Duration: 6 Months (22 July 2024 to 22 January 2025) (start date flexible)

Location: Remote

Monthly Stipend: USD 150 per month

Priority Application Deadline: Monday, 8 July 2024

The time to lead is now

Since 2012, Wedu has nurtured the unique leadership journeys of over 4,000 women from 28 countries across Asia by facilitating mentorship, delivering leadership development training, and providing access to customised opportunities and financing for education. These women are inspiring individuals committed to changing the status quo. We believe this community of women leaders - supported by gender equity allies from 94 countries around the world- has the power to achieve large-scale social change.

We're looking for talented people who have a demonstrated passion for gender equity and are innovative and thoughtful in their approach to getting things done to join our remote-first team.

Wedu has been featured in:



Your role

We're looking for a creative and organised Marketing & Communications Intern to join our team. If you are detail-oriented and eager to take on creative yet challenging communications projects and enjoy creating high-quality content with women leaders at the centre, then this might be the internship for you.

The Marketing & Communications Intern will support the Marketing & Communications Associate with designing and producing digital marketing assets and templates for Wedu's programmes and fundraising activities. Strong candidates will have a passion for gender equity, strong writing skills, and an eye for design and user trends while still complying with a brief.

This role is perfect for those wanting to gain design and content creation experience in an international nonprofit and a collaborative and tight-knit environment that will challenge them to think and work with a fresh, culturally-sensitive perspective.

Responsibilities

- Create collaterals for online communications based on the brief provided by the Marketing & Communications team
- Comply with different digital formats and our visual brand guidelines
- Report directly to the Marketing & Communications Associate and consult the MarComms and Programme Teams regarding the accuracy and sensitivity of materials
- Support in scheduling social media posts on Hootsuite and setting up email campaigns in MailChimp
- Monitor and maintain a library of latest news on women's leadership and feminist leadership opportunities and resources
- Support in monitoring social media Key Performance Indicators (KPIs)
- Assist in knowledge management and documentation, including updating and organising case studies and multimedia materials
- Perform other duties as needed

Qualifications

- A university degree (or currently pursuing a university degree) in any field, preferably in communications, marketing, PR, or related areas
- Proficiency in using Canva and Google Workspace
- Proficiency with Adobe Creative Suite software like Photoshop, Illustrator, and InDesign is optional but desirable
- Eye for design and design trends
- Ability to comply with briefs and visual brand guidelines
- Proficient in professional English (spoken and written)
- Past experience writing copies or articles or running a blog
- A self-starter with a strong work ethic, team-working skills, and a positive attitude
- A passionate commitment to promoting social change and women's leadership development, and are willing to go above and beyond in pursuit of our shared mission

Organisational arrangements

This internship is remote with a Work-From-Home arrangement, flexible hours, and a monthly stipend of USD 150 for a commitment of 20 hours per week for 6 months from 22 July 2024 to 22 January 2025. Please note that the Marketing and Communications team at Wedu is primarily based in a UTC+7 timezone (+/- 2 hours).

Apply now!

The priority application deadline is Monday, 8 July 2024.

Interested candidates should complete the application through [our website](#). Applications for this position will be reviewed and processed on a rolling basis, so early submission is encouraged. Due to the number of applications we receive, only shortlisted candidates will be contacted via email. If you need help with the form or have questions about this opportunity, contact communications@weduglobal.org.

Wedu is committed to cultivating a culture of inclusive leadership and building an organisation representing the communities we serve. We celebrate the individual differences, life experiences, knowledge, self-expression, and talent that each person brings. In recruiting for our team, we welcome the unique contributions you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.