

09-8-2021



## Social Media Intern — Job Description

**Job Title:** Social Media Intern

**Job Type:** Remote / WFH Job

**Level:** Internship

**Location:** Karachi, Pakistan

**Application Deadline:** August 15<sup>th</sup>, 2021



### Job description:

We are looking for a creative and motivated Social Media Intern to join our team. The social media intern is responsible for maintaining social media calendars, creating social media posts, writing captions, and assisting the social media team in brainstorming campaigns. A good social media intern combines creative campaign ideas with analytical skills to create successful posts.

The goal of this internship is to help further develop your social media skills in a professional work environment. As an intern, you will be working closely with a marketing manager who will provide you with real hands-on projects and daily tasks that use social media platforms to promote and manage AllumiaX's brand image. We are dedicated to developing successful leaders, and we strive to make this internship as realistic and informative as possible.

### Responsibilities:

- Manages the AllumiaX's social media accounts and posts content
- Collaborate with the team to create social content
- Write SEO optimized captions and tags

- Contribute to the content calendar with social media posting on daily basis
- Interact with followers and potential customers by communicating and answering questions through the company's social pages
- Assist with the design and execution of social media campaigns
- Track social media engagement to identify high-performing ideas and campaigns for scalability
- Assists in creating monthly performance reports
- Maintain, post, and update AllumiaX's social media profiles such as Twitter, Facebook, LinkedIn, and YouTube with appropriate and appealing content

**Requirements:**

- Interest in content writing, social media, and latest social trends
- Mastery of the major social media platforms specially Facebook, YouTube, Twitter, and LinkedIn
- Knowledge of social media analytics tools including Facebook Insights, Google Analytics and Twitter Analytics to track audience engagement and campaign performance
- Ability to project, prioritize and meet deadlines
- Excellent verbal and written communication skills
- Hardworking, organized, efficient and creative work ethic
- Available to work approximately 10-12 hours/week – mostly remote
- Fluent in English

**Qualification:**

- Must be enrolled in an Undergraduate Program

**Benefits:**

- Paid Internship
- May lead to a Job
- Internship Certificate
- Develop professional skills
- Gain valuable work experience
- Learning in a corporate environment
- Give yourself an edge in the market

## **Video Editor Intern — Job Description**

**Job Title:** Video Editor Intern

**Job Type:** Remote / WFH **Job**

**Level:** Internship

**Location:** Karachi, Pakistan

**Application Deadline:** August 15<sup>th</sup>, 2021

### **Job description:**

We are looking for a creative Video Editor Intern to join our team! As a Video Editor at AllumiAx, you will be responsible for editing and producing videos for internal and external purposes. As video has become the best way for communicating company's messages on online platforms, your position will play an important role in our company's success.

### **Responsibilities:**

- Edit videos and upload on Udemy
- Manage and oversee all technical aspects of video editing
- Work with our creative teammates
- Regularly collaborate with the marketing team
- Follow the company's brand guidelines
- Present to senior management

### **Requirements:**

- Interest in Video Editing

- Some experience of using video editing tools like Camtasia
- Creative thinker
- Good time-management skills
- Great interpersonal and communication skills
- Hardworking, organized, efficient and creative work ethic
- Available to work approximately 10-12 hours/week – mostly remote
- Fluent in English

**Qualification:**

- Must be enrolled in an Undergraduate Program

**Benefits:**

- Paid Internship
- May lead to a Job
- Internship Certificate
- Develop professional skills
- Gain valuable work experience
- Learning in a corporate environment
- Give yourself an edge in the market