COMMUNICATIONS INTERN

DeustoAlumni is responsible for gathering and distributing information regarding training and job opportunities to Universidad de Deusto alumni.

This is an excellent opportunity for a university student participating in the ERASMUS Student Mobility for Placements, Leonardo da Vinci or equivalent scholarship programme grantee majoring in Public Relations, Communications, Marketing, Modern Languages, Graphic Design or a related field to support the communications strategy of the department.

Responsibilities include:
- Assist with community outreach campaigns and special events.
- Develop and write content for social media platforms, newsletter articles, stories, and press releases.
- Assist with maintaining database and community/media lists.
- Reply e-mails via CRM
- Write and edit content for both print and online publications, including news articles, email, newsletters, marketing materials, and policy documents
- Keep track of all of the marketing and communication requests for the university campus, help prioritize them, gather appropriate content and assets, communicate the needs, and keep local stakeholders informed of the progress
- Draft content in both English and Spanish and regularly translate copy into either language
- Develop a working knowledge of the College’s educational programs and use your understanding of our mission, values, and history to help the school further hone its brand identity
- Help create new strategies for connecting with college's audience
- Work within college’s administrative team to assist with the ongoing maintenance of College’s content, including updating forms, adding calendar events, and revising course catalog and materials
- Place orders, send packaged design files, and check for quality assurance on all print and advertising project deliverables
- Other duties as assigned

Who you are:
- In possession of excellent written communication skills in both English and Spanish
- Meticulous and with a critical eye for detail
- Able to quickly learn new systems, tools, and procedures
- Be able to keep track of several projects and keep up with the needs of each one
- This position is ideal for candidates with strong written language skills, experience working with a creative team on print and/or web projects, and who has an interest in higher education.
Skills you’ll need:
- A bachelor's degree in English, communications, journalism, graphic design or a related field, or equivalent industry experience.
- Must be fluent in written and spoken English and Spanish.
- Comfortable with Microsoft Office Suite.
- Experience writing and editing content for public consumption in a deadline-driven environment.

Preference will be given to candidates who have the above qualifications and any of the following:
- Knowledge of print production processes
- Experience with InDesign, Photoshop, and/or other applications in Adobe’s Creative Suite (InDesign, Photoshop, Illustrator, and Flash in particular; PC platform).
- Experience updating/maintaining web content via a content management system
- Experience designing or creating art assets for the web
- Other web/video/photography production experience
- Familiarity with HTML and web content management systems.
- Regular user of Social Networks and Platforms (Twitter, Facebook)

To apply:
Fill in the annexed form and send it with your CV to:
Juan Carlos Duque Ametxazurra
juancarlos.duque@deusto.es