

Communications and Marketing Intern Job Description

Summary

Every1Mobile is seeking a volunteer Communications and Marketing Intern to support the development of communications materials and multimedia products that are attractive, consistent, well written, and capture readers' interest. Working with teams across E1M they will create and manage a pipeline of content for external communications and marketing and manage E1M's participation in key events. The overall objective is to keep E1M in the public eye with relevant communications and updates about E1M's achievements, activities, and thought pieces. The role is an opportunity to build marketing and communications skills through hands-on experience in a global organisation with a social purpose.

About Every1Mobile

Every1Mobile empowers people in low-income communities to improve their quality of life using the mobile phone they already own. Our mobile-accessible websites and apps help people commit to positive behaviours that improve well-being - like hand-washing with soap, visiting a clinic, redeeming a voucher or saving money.

E1M was founded in 2010 and is registered in the UK, South Africa and Kenya. Over the past decade, we have delivered innovative, large-scale digital projects for a wide range of international, bilateral and corporate donors, including UKAID, the United Nations, Unilever, Mastercard, USAID and the EU. We are particularly proud that our programme accomplishments have been recognized by the UK Foreign, Commonwealth and Development Office (FCDO), naming E1M as one of three UK "cutting edge" small- to mid-size enterprises (SMEs).

We have implemented programmes in 20 African and Asian countries to develop, deliver and maintain interactive digital platforms that target a range of vulnerable groups across multiple thematic areas. Our multisectoral, multi-national team co-design with our partners and target groups to ensure that digital interventions are customised, contextualised, impactful and sustainable.

Responsibilities

Key responsibilities include:

- Maintain the communications and marketing events calendar so that E1M knows about and applies for all relevant events, awards etc, regularly. Coordinate applications/abstract submissions.
- Work with technical teams to plan and develop marketing content so that E1M has a weekly pipeline of content throughout the year and linked to the marketing calendar.
- Support the publication of E1M's achievements in programmes, at events, etc weekly via a range of platforms to ensure the market is aware of our activities.

- Support and coordinate updating the website, case studies and other relevant marketing material on a quarterly basis to ensure materials always have the latest stats.
- Assist in sharing weekly content via social media platforms.
- Assist with general administrative tasks as needed.

Candidate Specifications

- Knowledge of communications/marketing
- Understanding of, or interest in, international development
- Strong IT skills - e.g. Microsoft Office, Google suite, WordPress, social media platforms
- Excellent English language skills and communication skills
- Strong writing, editing, and proofreading skills
- Organised and self motivated with the ability to work creatively and independently
- Commitment to the mission and values of Every1Mobile

Contract Terms

- Work a minimum of four days per week
- Voluntary, unpaid

How to Apply

Please submit your CV and a one page cover letter explaining how you fit the above requirements to jocelyn@every1mobile.com with the subject line 'Communications and Marketing Intern Application'.

Closing Date

22nd February 2021

Please note, applications will be reviewed on a rolling basis so applicants are encouraged to apply as soon as possible.