

Print and Social Media Intern

Host Employer: Inner North Community Foundation

Applications close: 4pm on 12 April 2017

Internship Details

Hours: 80 hours	Location: Northcote
Start Date: Late April 2017	End Date: Semester 1, 2017

About Inner North Community Foundation

The Inner North Community Foundation is an independent community foundation supported by the Cities of Moreland, Yarra and Darebin. The Foundation manages philanthropic dollars to provide funds for projects that create prosperous, connected and cohesive communities in Melbourne's Inner North, particularly encouraging pathways to employment. Since its establishment, the Foundation has granted more than \$2.4 million in grants across 30 different suburbs to 130 community organisations.

Internship

We are seeking an intern to undertake the following:

Duties:

- Promote the Foundation's activity through print media channels, including writing and disseminating articles and media releases
- Generate, edit and publish digital content that builds meaningful connections
- Continuously improve by capturing and analysing the appropriate social data/metrics, insights and best practices, and then acting on the information

Skill requirements:

- Excellent written and verbal communication skills, and project management skills
- Knowledge of social media
- Ability to connect and relate to people of different backgrounds
- Capacity to work as part of team, and take initiative as needed
- General understanding of the community sector and the capacity to learn about community based philanthropy
- A strong connection to Melbourne's inner north is desirable

***** Please note that this is an unpaid 80 hour internship *****

Application Procedure

Applications close at 4pm on 12 April 2017 (applications will not be accepted after 4pm)

STEP 1 > All applicants are required to upload their resume and cover letter (outlining why you are interested in the internship opportunity) via CareerHub (click on Ask a Question) for review by a Careers Team staff member.

Bundoora students > > you can visit the Career Ready drop-in which is located in the upper Agora, across from the library and above Caffeine. Please check the website for hours > www.latrobe.edu.au/students/careers/contacts

NOTE: Applications will not be considered unless resumes and cover letters have been reviewed by the Careers Team.

STEP 2 > Once your resume and cover letter have been reviewed and updated, please submit to Diane Micallef, Internship Advisor via email: d.micallef@latrobe.edu.au.

STEP 3 > Applicants are interviewed and shortlisted

STEP 4 > Shortlisted applicants are referred to the host employer

STEP 5 > Host employer selects applicants to interview

STEP 6 > Successful applicant selected and notified.

For further information regarding this opportunity, please contact Diane Micallef via email d.micallef@latrobe.edu.au