



**Position:** Intern - Communications

**Type:** Online, would require to meet once or twice physically

**Duration:** Part-time commitment (12 hours/month) for 3 months with possibility for extending the contract

**Company Overview:** We're a group of 2 creative thinkers, problem solvers, and innovators who thrive on pushing boundaries and challenging the status quo. (read more about our previous work [here](#) - the website is a WIP!). The Ikvanshu Foundation is where we dream big, experiment fearlessly, and bring unique ideas to life.

**Position Overview:** As Communications Intern at Ikvanshu Foundation , you won't just be following the trends – you'll be setting them. We are seeking a dynamic and creative individual to join our team as a Social Media Communications Specialist. In this role, you will be responsible for developing and implementing social media strategies to enhance our online presence and engage with our audience effectively.

### **Key Responsibilities:**

#### **1. Content Creation and Curation:**

- Develop engaging and relevant content for various social media platforms, including but not limited to Facebook, Twitter, Instagram and LinkedIn
- Curate content from relevant sources to share with our audience, ensuring alignment with our brand identity and messaging.

#### **2. Community Engagement:**

- Monitor social media channels for mentions, comments, and messages, promptly responding to inquiries and engaging with our audience in a timely and professional manner.
- Foster meaningful interactions with followers to build brand loyalty and advocacy.

#### **3. Social Media Campaigns:**

- Plan and execute social media campaigns to promote products, services, events, or initiatives, collaborating with cross-functional teams as needed.
- Monitor campaign performance and analyze key metrics to optimize future efforts and maximize ROI.

#### 4. Brand Management:

- Maintain brand consistency across all social media channels, ensuring that messaging and visuals align with our brand guidelines and values.
- Monitor online conversations and sentiment related to our brand, proactively addressing any issues or concerns that may arise.

#### 5. Reporting and Analysis:

- Generate regular reports on social media performance, highlighting key metrics, trends, and insights.
- Use data-driven insights to make informed recommendations for optimizing our social media strategy and achieving our business objectives.

#### Qualifications:

(Criteria are arranged in their order of importance with the first being the most important)

- **Compassion, Collaboration and Humility** - this is not just for namesake, believe us when we say it we take immense pride in our and our people's work.
- **Enthusiasm for innovation, creative thinking, and pushing boundaries** - think out of box is our default..... you know that!
- **A knack for turning and transmitting knowledge** through powerful content
- Graduates in Bachelor's degree in Marketing, Communications, Journalism, or related field.
- Proven experience managing social media accounts for brands or organizations.

#### Benefits:

- Monthly stipend based on social development standards.
- If social impact is your calling in life, then we can really share our learnings and knowledge from our combined 15+ years of experience just working in the social impact field.
- Additional benefits - networking events, mentorship opportunities and a internship certificate

#### Application Process:

- Ready to embrace the unconventional? Send us your resume and a creative cover letter that showcases your unique perspective and passion for innovation. **Submit your materials to [ikvanshufoundation@gmail.com](mailto:ikvanshufoundation@gmail.com)**



- If you would like to set-up an informational meeting to learn more about this opportunity and how it might align with your career goals and interests, please email us at the address above or ping at 8104551593 for more information.

We celebrate diversity and believe that unique voices drive innovation. We encourage applications from individuals of all backgrounds and experiences.