Tessa International School

Title: Communications Intern

Location: Hoboken, NJ

Job Type: Co-op/Internship

Compensation Type: Weekly  Wage: $200


Job Description:

We’re a new preschool & elementary school opening in the fall of 2016 in Hoboken, NJ. The Communications Intern will play an instrumental role in the school’s opening by working alongside the Founder and Development team to prepare for its inaugural pre-K classes.

We’re looking for creative and organized individuals, social-media lovers, not afraid by small structures, able to work independently and very talented in graphic design/content writing.

Primary Responsibilities:

Your main tasks will include (but will not be limited to):

- Develop, execute or coordinate existing and new communication campaigns aiming at driving user engagement (newsletters, mailings…)
- Create and post visual and textual content across various social channels including Facebook, Twitter and blogs.
- Maintain the user experience up to date on our website by adding new content and by briefing the web developers on new features.
- Design various promotional materials (flyers, brochures…), identify potential vendors and supervise orders.
- Maintain our CRM database up to date.
- File, update and organize meticulous records.
- Assist the founder in the organization and attendance of future events.

Qualifications:

- Advanced writing skills are a must: spelling, grammar but also style
- Creativity: ability to create content and design fresh-looking material
- Attention to detail
- Master social media tools
- Proficient in Microsoft Suite Office, Photoshop and InDesign
- Excellent time management and organizational skills
- Knowledge of WordPress, SEO and basic html is a plus

Application Instructions:

To apply: Please submit a resume and cover letter to hr@tessais.org, with ‘Internship Application’ in the Subject line.