



**Global Education Opportunities Center
Marketing and Communications Intern**

The GEO Center is offering an exciting opportunity for someone who has a strong interest in marketing and a passion for global education. We offer a collaborative work environment where you will have the chance to learn new skills and interact with people from six different colleges.

Schedule: Academic Year – August/September through April/May (exact dates are negotiable)
15 hours per week flexible schedule

This position is ideal for an individual interested in working on a team develop a marketing and outreach strategy, promote international education through social media and other outlets, create and update videos, prepare & track marketing materials, and use Wordpress and other online tools to advertise events and update webpages.

Description

- Assist with the development of a communications plan for marketing of study abroad
- Plan and carry out social media strategy
- Create/update videos and other instructional and promotional aides
- Assist with the planning and execution of various workshops, fairs, and orientations
- Additional duties as needed

Qualifications

- Experience working in a college or university setting
- Computer skills - Required: Microsoft Word, Powerpoint and Excel
- Computer skills - Preferred: Web design/Wordpress, Social Media platforms, Adobe Creative Suite, Moviemaker/iMovie
- Excellent time management
- Care and attention to detail
- Flexible and hard working

Compensation

- \$9.00 per hour

Contact the Global Education Opportunities Center at 617-879-1055 if you have questions about the hours or any other aspects of this position.

If you are interested in applying for this opportunity please send your resume, three references (work or volunteer) and cover letter to Rebecca Bacon, Director of the Global Education Opportunities (GEO) Center at geocenter@colleges-fenway.org or via mail to Global Education Opportunities Center, Peabody Hall Room 002, 210 The Riverway, Boston, MA 02215.