

ONLINE JOURNALISM INTERN

Job Title: Online Journalism Intern

Reporting to: Online Marketing Manager & Managing Director

Responsible to: Managing Director

Location: Frontier Office, London, UK

PRIMARY FUNCTION

To assist the Online Marketing Team with Frontier's online editorial output incorporating website copy as well as Social Media Activity. The role will also include some basic Press Officer duties.

MAIN DUTIES & RESPONSIBILITIES

- Produce articles on gap year travel, volunteering, wildlife issues, green issues.
- Aid the development of the social networks.
- Liaise with the science department and overseas staff.
- Collaborate on press releases.
- Seek out new relationships for promotional campaigns.
- Assist newsletters and online marketing campaigns

TERMS & CONDITIONS

Contract Duration: 3/6 months, minimum of 4 days a week, 10:00 – 17:30 with possibility of extension.

Accommodation: N/A

Travel: Travel allowance available.

Insurance & Admin: N/A

Subsistence: Non – salaried position. Subsidised 10-week overseas placement on a Frontier research programme (excluding return flights, visas, insurance, and dive- training) on successful completion.

Training: N/A

JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications Education/Knowledge:	- Educated to degree level	- Knowledge of conservation issues - First aid qualification
Experience:	- Experience of office and administration experience - Experience of using Facebook, Twitter and YouTube	- Experience of working with NGOs - Experience of working in developing countries
Skills:	- Excellent written/oral communication and presentation skills - Basic HTML - CMS/SysAdmin - Excellent computer skills	- Full clean driving licence - Database experience
Personal Attributes:	- Interest in conservation - Flexible approach - Uses own initiative - High attention to detail - Ability to motivate others, and work as part of a team - Sense of humour	