



COMMUNICATION INTERN – JOB DESCRIPTION

The Communication Intern has to be located in Innsbruck, provided he/she is available for regular meetings (at least once a month in Innsbruck - Austria). The start of the internship is planned for September 2019.

The Communication Intern will be involved in the following areas:

- .implementing and delivering media and communications strategies;
- .PR writing (WSF will take care about corporate PR);
- .editorial content for WSF website;

Key duties and responsibilities:

- Social media channels management based on guidelines given
 - o Contents posting on Instagram, Facebook, Twitter, LinkedIn (at least 3 posts/ on weekly basis)
 - o Reposting riders own content, sharing and managing events, riders and coaches content + ig stories managing
- Website contents management
 - o Publish post about WSF events and initiatives (posts must be SEO optimized)
 - o Update page contents
- Newsletter and PR management
 - o Send 1 newsletter every month – based on website content
 - o Keep updating the mailing lists
- Coordination with WSF General Secretary and Communication Officer in order to promote WSF members' activities

Selection criteria – essential qualities and skills:

- Graphic skills for website editorial and social media
- Text writer in English for all WSF communication, German is a plus
- Wordpress CMS knowledge
- Social Media contents creation and adv knowledge
- Mailchimp or other similar mailing list service knowledge
- Be a Snowboard enthusiast

Please send your application to: Anna Negri, WSF Secretary General at anna@worldsnowboardfederation.org