

Internship Social Media & Content Creation (80%)

Do you want to have the unique opportunity to work in a non-profit organisation with a focus on sustainability? And are you passionate about communications? During this exciting internship, you will be part of the biggest local network of sustainability professionals. Furthermore, you will have the opportunity to grow your professional network in the field of business and sustainability.

We are looking for a person who is enthusiastic about **social media, marketing and content creation** for sustainability topics.

About GreenBuzz

GreenBuzz is a network with a business focus that engages its community and partners on sustainability topics to achieve the United Nations Sustainable Development Goals (SDGs). GreenBuzz was founded in Zurich and is growing, with current additional chapters in Bern, Geneva, Amsterdam and Berlin.

[GreenBuzz Zurich](#) offers events with a focus on networking and knowledge sharing on a wide range of sustainability topics; through its activities, GreenBuzz promotes action by and collaborations between citizens, NGOs and both private and public sector organisations. GreenBuzz has a network of 3500+ sustainability enthusiasts and is run by a small operational team.

The Role: Social Media and (Visual) Content Creation

You will support GreenBuzz mainly with communications. You will report directly to our Managing Director but also work closely with the whole operational team. Tasks will include:

- Maintaining our editorial plan for our social media
- Preparing & sending newsletters
- Maintaining our Instagram & LinkedIn channels
- Creating social media content (text & visual)
- Support in preparing slide decks and pitch decks
- Researching & exploring further social media platforms
- Creating communication plans

Furthermore, you will have the opportunity to take ownership of your own project, e.g. plan and executive a particular campaign (to be confirmed within the first weeks of the internship).

Your Profile

You will fit perfectly into our team if you:

- are highly motivated to gain working experience in the field of sustainability.
- like social media and are familiar with the most common platforms.
- are a self-starter.
- are a good communicator and writer.
- have a visual eye and are keen to create both written and visual content.
- have some experience in creating content and/or with websites.
- are tech-savvy and have no problem learning and using new technologies.
- can adjust easily to the frequently changing needs of a small and fast-paced organisation.
- have good organizational skills and have a detail-oriented way of working.
- are curious and are eager to learn new skills.
- want to grow your network amongst sustainability professionals in Zurich.

Language requirements: You have a natively like command of German and are fluent in written and spoken English.

Further Important Details

<u>Internship Duration:</u>	12 months
<u>Start Date:</u>	November 1st or 15th 2021
<u>Working hours:</u>	80% (8 hours per working day)
<u>Salary:</u>	CHF 1500.- per month (FTE 1.0)
<u>Tools used:</u>	Google Applications (incl. Gmail, Google Docs, Calendar), Wordpress, Mailchimp, Asana, Canva / Adobe, Instagram, LinkedIn, Keynote / Powerpoint, Zoom ¹
<u>Location:</u>	Remote & WWF Switzerland Offices, Hohlstrasse 110, Zurich
<u>Application Deadline:</u>	October 15 th

If you meet these requirements, please, send your complete application to our Managing Director, Lena Stüdeli, at jobs@greenbuzz.global (in English or German).

¹Prior experience with all these tools is not required but desirable.