Connecting Lives, Sharing Cultures

POSITION: Digital and Online Development Intern
REPORTING TO: Sentio General Manager
Start Date: 21st March, 2017, full time for 12 months

Summary

The intern works as part of the Sentio, Global Education Network, team in NYC. The primary role is to:
- Support in the roll out and upkeep of the recently launched Online Marketing Platform (an online database and website marketing mobility programs)
- Provide technical support and updates for the member's platform (Joomla)
- Support content development as needed on external website (SquareSpace)
- Support the social media strategy of the different online tools/platforms

Responsibilities:

1) Online Marketing Platform. In particular, the intern will:
   - ensure the database fully supports the website as a marketing tool
   - liaise with technical team regarding any issues or user complaints

2) Internal membership platform. In particular, the intern will support the general manager in these tasks:
   - support members in the use of the internal membership platform
   - general upkeep as needed (including roll out of new plug ins and features, user experience improvements, etc.)

3) External Sentio website. In particular, the intern will support:
   - general upkeep as needed (including front end improvements, visual content development, and user experience improvements)

4) Social media strategy. In particular, the intern will:
   - contribute to ongoing timeline of social media plan and content

Working Relationships

Internal

The position formally reports to the Sentio General Manager and works with and within the Sentio team. They may also work closely with the branding and marketing team or other teams as needed.

External

This position will need to interact with members and collaborating organizations; including technical and other consultants.

Qualifications

- Excellent knowledge of online webtools; **ideally**:
    - Joomla 3 (with familiarity with Community Builder and Content Builders a plus)
    - PhP and PhP mail
    - Java Script (Jquery)
    - HTML 5
    - Bootstrap
    - DNS configuration
    - Cron Tasks
    - SMTP
    - MySQL
- Comfortable modifying extensions and source code
- Knowledge of databases and programming preferred
- Use of social media and how to use these tools in an overall strategy
- Professional command of English language necessary (additional languages preferred)
- Project Management Skills
- Customer orientation
- Ability to work under pressure on multiple tasks and projects
- Ability to operate independently and within a team environment
- Good organizational skills
- Ability to self manage and set priorities
- Must be a quick learner
- Stamina and sense of humor
- Good interpersonal skills and intercultural sensitivity

Remuneration

Sentio, Inc. will offer a nominal payment and, if applicable, cost for visa support and one return flight to NYC.

Application

Please apply, sending your CV and cover letter to katharine.sanders@afs.org, by January 10th, 2017.