

# ENDLESS SUMMER

## JOB DESCRIPTION

<b>Title:</b>	Social Media Intern
<b>Accountable To:</b>	Managing Director
<b>Salary:</b>	Travel Expenses Only – this is an un-paid role with travel expenses paid and additional benefits given throughout the role.

### About Us

Endless Summer Intl is a UK based online clothing store. Our mission is to make our girls look hot all year round. Filling the gap in the market, we want our girls to have that Endless Summer vibe at any time.

### Job Summary

As the social media intern you will oversee the social media accounts for the company taking into consideration brand guidelines and the overall brand voice.

### Main Duties and Responsibilities:

- Collaborate in creating the social media calendar with the marketing team
- Manage content systems, ensuring contents are in correct folders, formats and dimensions
- Create engaging content for social media platforms
- Reply to comments and messages; including flagging important communication to the management team when necessary
- Post / schedule content for social media platforms
- Produce monthly social media reports

### Required skills and attributes:

- Knowledge of content creation programmes such as Photoshop and Canva
- Good attention to detail
- Good copy writing skills
- A general interest for cultural activities entertainment
- Good communication and organisational skills

### **Essential Information**

- Please note that this is an unpaid role
- You will be expected to be available for a monthly team meeting in person, where your travel expenses will be compensated
- If asked to attend any additional events, your travel expenses will be compensated along with meals provided

Please send any questions or queries to [jobs@endlesssummerintl.com](mailto:jobs@endlesssummerintl.com) – Good Luck!