

A top-down view of a desk with a laptop, several notebooks, a pen, and a bouquet of white flowers. The scene is brightly lit and serves as the background for the recruitment poster.

WE'RE HIRING!

CREATIVE ASSISTANT INTERN

*This role is for you if you're keen to develop your creative & management skills to build a christian community. To apply, send an email to **hello@toyinadejumo.com** with your resume and 1 - 2 paragraphs of why you want the role, and what makes you a great fit!*

CREATIVE ASSISTANT INTERN

JOB DESCRIPTION

A christian brand is looking to upgrade their social media presence and increase engagement with their growing community. The team is on the lookout for an intern who is equally passionate about God, and excited to grow in their management, social media, and graphic design skills. This role is for you if you're keen to develop your creativity and management skills in helping to build a christian brand and community.

RESPONSIBILITIES

As a creative assistant intern, you will work alongside the team to handle:

- **SOCIAL MEDIA**
 - Create a plan for social media strategies
 - Schedule and manage posts on social media platforms
- **DESIGN**
 - Create graphics for social media
 - Format & design weekly presentations for zoom sessions
 - Format monthly newsletters
- **ADMIN & RELATIONSHIP MANAGEMENT**
 - Post reminders and daily prayers on the community WhatsApp group
 - Coordinate webinar sessions for programs run by the brand
 - Record zoom meetings & upload on YouTube
 - Monitor website activities and updates

QUALIFICATIONS

- Experience with Instagram, Facebook, YouTube, WhatsApp, & Zoom
- Impeccable oral and written communication skills
- Interested in social media and graphic design
- Comfortable working with Canva
- Is creative, proactive, and a self-learner
- Available to work 6 - 10 hours per week
- Prior experience with design & social media

BENEFITS

- Resume building experience in management, communications, and design
- A small monthly stipend to cover basic expenses
- An optional letter of reference upon completion

If this sounds like something that interests and excites you, please send an email to hello@toyinadejumo.com and include the following:

- Your resume
- 1 - 2 paragraphs of why you want the role, and what makes you a great fit!