



JOB DESCRIPTION

Position: Marketing Intern

Area: Marketing & Communications

Supervisor: Marketing & Communications Director

Job Description: The Marketing & Communications Intern will support the Marketing & Communications Department in the planning, creation, coordination, and execution of communications and marketing initiatives across the school community. The role provides hands-on experience in digital communications, content creation, social media, photography, events, branding, and marketing coordination.

Qualifications:

- Currently pursuing a degree in **Marketing, Communications, Advertising, Public Relations, Graphic Design, Journalism, Digital Media**, or a related field.
- Strong written and verbal communication skills in **Spanish**.
- Intermediate level in **English**.
- Strong organizational and time-management skills.
- Proactive attitude and willingness to learn.
- Comfortable working in a dynamic school environment and interacting with students, faculty, parents, and staff.

Key Responsibilities

- Coordinate and support the Yearbook photography schedule, including tracking attendance, maintaining an updated record of students and staff who have been photographed.
- Assist in creating and organizing content for ANS social media channels.
- Support photography and video coverage of school events, activities, and student experiences.
- Organize and properly archive photo and video assets.
- Assist with email communications, newsletters, website updates, WhatsApp communications, and other communication channels.
- Help produce materials for admissions, recruitment, events, and community initiatives.
- Maintain organized folders and databases of marketing assets.
- Assist with tracking requests, deadlines, and deliverables.
- Coordinate with faculty, staff, students, and other departments to gather information and content.