

Job Description

Beijing City International School

北京乐成国际学校

职位说明

TITLE: Alumni Relations Intern

职位: 校友联络实习生

Duration: from August 1, 2021 to January 31, 2022 (Longer internship preferred)

工作时间: 2021年8月1日至2022年1月31日(可实习更长时间者优先考虑)

Work hours: Monday to Friday (8:00am-5:00pm). Leave should be requested 2 days in advance.

工作时长: 每周一至周五 8:00 -17:00 如需请假应提前2天通知

QUALIFICATIONS:

任职要求:

1. University major in art, design, film, media or marketing preferred.
艺术、设计、电影、媒体类专业优先
2. Proficient with office software, digital design software and social media.
熟练运用 Ps、Ai、Final Cut Pro 等图像处理、活动视频剪辑以及办公软件
3. Proficient with running social media accounts and engaging with followers (especially Instagram and FaceBook)
熟悉社交媒体, 社群运营, 尤其是 Instagram 和 FaceBook
4. Good collaboration and communication skills in English and Chinese including reading, writing, speaking and listening.
良好中英文沟通与写作, 团队协作能力
5. Be careful and responsible at work
工作认真仔细, 责任心强

REPORTS TO: Alumni Relations Officer

上级：校友联络专员

RESPONSIBILITIES:

岗位职责：

1. Development of designs for social media, alumni events and website.
 社交媒体推送，活动海报等视觉设计
2. Assist with social media posts, birthday messages and reply to social media messages.
 协助运营社交媒体（尤其是 Instagram 和 FaceBook）、生日祝福以及社交媒体后台回复
3. Development of designs for alumni merchandise.
 开发设计校友产品周边
4. Assist Alumni Relations Team (eg update alumni database, arrange alumni pass, recruit volunteers, event preparation etc.
 协助校友关系发展部门进行相关工作，如更新数据库、招募志愿者、筹备多种校友活动等

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组 (the International Task Force on Child Protection) 的建议，在招聘环节秉承高标准：格外注重候选人对儿童保护的认知。