



Internship: Communications and PR Officer- THESE-JA004-2024

Job Title:	Communications and PR Officer
School's profile:	Welcome to The Estella School of Excellence (THESE), where we are inspiring excellence and building character in learning. The school is a new establishment and has been registered to provide Education through Pre-primary, Primary, Junior and senior high education. The school also have Computer literacy program for adult among others.
Duration:	6 months with possibility of extension depending on performance and budget availability
Location:	Jamma Town, VOA – Parker Corner, Brewerville City, Liberia.
Objective of the Position:	oversee PR activities and ensure effective communication with stakeholders, media and the public. Edit and update promotional material and publications (brochures, videos, social media posts etc.). Seek opportunities for partnerships, sponsorships and advertising
Report to:	Principal and HR
Responsible for:	N/A
Duties and Responsibilities:	<ul style="list-style-type: none"> • Contribute to delivering internal and external communications • Support in pupil enrollment • Create and maintain media lists and contact databases • Assist in organizing and coordinating press events, conferences, and interviews • Engage with possible donors and stakeholders • Uphold the image of the School • Create content and promotional materials for Online marketing
Education:	BA in Communications Related Field or Student in Communications related field
Professional Experience:	Knowledge of PR industry trends and best practices. Basic knowledge of media relations and journalist etiquette.
Language Skills:	Excellent written and verbal communication skills.
Required Skills:	Ability to work effectively both independently and as part of a team. Ability to communicate clearly. Strong organizational and time management abilities. High attention to detail and accuracy. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint). Familiarity with social media platforms and tools. Creative thinking and problem-solving skills. Strong interpersonal skills and the ability to build relationships. Knowledge of PR industry trends and best practices.

Application Process:	THESE is an equal opportunity employer therefore; qualified candidates are encouraged to apply for this Internship. Interested and qualified candidates should attach their CVs and cover letter. CVs submitted in hardcopy will not be accepted. PREFERENCE WILL BE GIVEN TO CANDIDATE RESIDING WITHIN THE BREWERVILLE COMMUNITY. Please send softcopies of a motivation letter, CV, copies of academic papers and details of 3 professional referees/former line manager to the below email with the subject "Communication & PR Internship" . eschool.xInt@gmail.com
Application Closing Date:	November 28, 2024
Starting Date:	January, 2025