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| Job Title: | Media & Content Coordinator | Job Type: | Seasonal (Summer) |
| Place of Work: | Cambridge Colleges | Reporting to: | Program Director |
| Purpose of Job: To ensure our media and communications are lively and up to date throughout our summer programs and capture the everyday excitement of the Reach Cambridge summer programs. | | | |
| 1. Create and lead an exciting, professional, genuine and fun buzz throughout the summer that is clearly communicated across all channels to students, parents and other key stakeholders. | | | |
| 2. Documenting all aspects of the summer program by taking quality photos and videos of events and helping to book and oversee professional photographers if required. | | | |
| 3. Ensuring a strong presence on social media including Instagram Story, Facebook and Twitter. Photography skills are desired for this role, as well as a working knowledge (and hopefully love) of social media platforms. | | | |
| 4. Writing and overseeing our summer daily blogs, ensuring engaging content and quick publication to be shared with family and friends across the globe. | | | |
| 5. Remain flexible and prepare to assist with other key tasks, enquiries, and changes and, where appropriate, help to implement contingency plans. | | | |
| 6. Uphold, protect and promote Reach Cambridge's core values, protocols and standard operating procedures so that students do the same. | | | |
| 7. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Program Director or one of their nominees. | | | |
| Skills <ul style="list-style-type: none"> • Excellent communication skills – both written and verbal • Articulate, engaging and sociable • Organised and flexible • Friendly, approachable, and sensitive to the needs of others • High levels of energy, resilience, and enthusiasm • Proactive, responsible, and professional | | Experience & Knowledge <ul style="list-style-type: none"> • Working knowledge of key social media platforms (Essential) • Experience in communications and writing (Essential) • Photography skills (Highly desirable) • Experience in a media role (Highly desirable) • Website and programming experience (Desirable) • Previous experience working with young people (Desirable) | |

Visit us at www.reachcambridge.com

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