

CONTENT MANAGEMENT ASSOCIATE JOB DESCRIPTION

Duration: 12 Weeks

Time: 20 hours/week

Working location: Office or remotely.

Starting date: October 1st

Objective of Internship:

Managing the content of CSR Watch Jordan's website and social media accounts. Driving traffic to our website and interactions on social media through our content.

Tasks & Responsibilities:

- Develop an in depth understanding of CSR and Sustainability theory and practice in Jordan.
- Develop a content strategy for our blog.
- Driving a schedule of an article once every two weeks by management, intern and guest writers following the strategy developed.
- Update content on the website under the Resource Library.
- Manage social media accounts with engaging posts.