

Internship offer

Digital Marketing and Web Project Manager

Children of the Mekong is a London based charity, which aims to improve the standards and accessibility of education in Southeast Asia. We are the UK branch of Enfants du Mekong, a French charity founded in 1958, and run a charity shop in Clapham, South West London. Our office is located in the basement of the shop.

Our current website was built on Wix and we are in the process of building a new one on WordPress. We are looking for a student with a high level of interest in digital marketing and web design, and with strong project management skills.

This internship is a great opportunity to make a difference in a small charity, and to get extensive experience in digital project management. The ideal candidate would:

- 1) be interested in digital marketing and web development
- 2) have skills in design and project management
- 3) want to pursue an internship that really matters

You will work as part of a team of 5 in the Clapham charity shop and office. **Your responsibilities** will include:

- 1) preparing the content of the new website based on our digital strategy
- 2) developing the new website on WordPress
- 3) ensuring that best-practice SEO and analytics capabilities are in place

You will also take part in the running of the charity shop in support of the team. This will include:

- Running the till (including sales, opening and closing)
- Advising customers
- Sorting and displaying donations
- Creating the shop window display
- Cleaning and tidying

Required profile:

The ideal candidates will be a master student in digital studies with strong organisation skills and great creativity. Good work ethic, excellent team work abilities and being able to take initiative are essential. Skills in web design is necessary.

Length: 3 to 6 months

Allowance: £100 monthly for every full month completed

For more information about Children of the Mekong, please visit www.childrenofthemekong.org.uk

If you wish to apply, please send your CV and cover letter to recruitment@childrenofthemekong.org