
Job: Communications Intern

Position : Communications intern
Mode : Online
Contract : 3 months (unpaid)
Start : March 2023
Desk : Santiago, Chile
Application : LinkedIn ([link](#))
Questions : recruitment@politicotechglobal.com

Position Details

The Communications Intern will promote a positive public image and control the dissemination of information within the PTG and on behalf of the PTG. The Communications Intern will coordinate with the Design team to ensure the continuation of the corporate public image in the social media platforms and will report directly to the Communications Manager. The successful candidate will be enthusiastic about managing our company's external and internal communications.

The ideal candidate

- Has training in Journalism, Public Relations, Marketing, or other related fields
- Has an excellent command of English and Spanish and is willing to learn a third language
- Has demonstrated experience as a communications specialist
- Has excellent copywriting skills
- Is willing to acquire deep knowledge of the PTG pipeline and PTG products
- Manages the Microsoft Suite, the Google Suite and other communications platforms
- Is able to use or learn how to use Canva, or other similar software
- Has excellent oral and written communication skills and is able to maintain positive relationships

Work Examples

- Preparing reports, studies, documents, presentations
- Carrying out research and reviews of existing materials
- Collecting, organizing and analyzing social media data
- Managing the contact list of PTG people (creating, editing, updating)
- Managing the contact list of PTG clients (creating, editing, updating)
- Developing daily/weekly internal briefings (for the PTG executive suite and sales team)
- Creating regular external press releases
- Programming content for PTG social media platforms
- Communicating and meeting regularly with PTG people



What we offer

The opportunity to join a small, autonomous team within a fast-growing company, and to participate in the selection and implementation of new technologies and internal processes. We also offer the opportunity to interact with established actors in the industry, and the opportunity to advance your career within the company. Finally, we also offer the chance to participate in multidisciplinary task groups that operate across cultures and borders in multiple languages.

Application instructions

If you are interested, please apply via LinkedIn. This is the [link](#). You will be asked to provide the following information:

- Updated Curriculum Vitae (PDF) in English or Spanish
- Motivation letter (no more than one page)
- Contact information for two references

For questions, please do not hesitate to contact us at: recruitment@politicotechglobal.com.

About the PTG

Politico Tech Global is a company dedicated to simplifying the analysis of complex political environments, seeking to bring to the client an analysis about who holds power, how they manage it and how they will earn it tomorrow. We interpret the incentives of key political players and decipher data trends to bring our clients reports and other instruments to be able to bring necessary clarity in the short, medium and long term to enhance the decision-making process. We operate at the global level. Visit our website for more information: <https://politicotechglobal.com>.

Equal Opportunity

It is Politico Tech Global policy to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, age or any other characteristic protected by local laws and regulations.

Resources

Website : <https://politicotechglobal.com>
LinkedIn : <https://www.linkedin.com/company/politico-tech-global>
Twitter : https://twitter.com/ptg_network