

GlobalSF – Sacramento

GENERAL DESCRIPTION:

Job Title: Social Media and Marketing Associate

Created in 2018, GlobalSF is a non-profit economic initiative of San Francisco. Building on the success of its initiatives, ChinaSF, LatinSF, and SFAsia, GlobalSF is dedicated to paving the way for global companies to locate, invest, and grow in the City of San Francisco, while helping local companies expand into global markets.

GlobalSF is looking for an energetic and creative candidate that will help the program continue its outreach efforts and maintain a media presence. The intern shall be reporting to a supervisor and have an opportunity to work with team members on a day to day basis.

LOCATION: San Francisco, CA

RESPONSIBILITIES:

- Create, design and revise logos, flyers, one pagers, letters, graphics, and other marketing related materials
- Create and edit presentation via PowerPoint
- Update website and social media channels, including WeChat, Twitter, Facebook, and LinkedIn
- Send out updates and events via email blasts
- Collect and analyze data on social media engagement
- Work with staff to host events and delegations
- Assist with other tasks as appropriate

QUALIFICATIONS:

- Familiarity with various social media platforms
- Familiarity with website maintenance and email marketing software
- Digital art experience a plus
- Interest in global economic, trade, and business relations a plus
- English and foreign language skills preferred
- Ability to work independently and efficiently.