

PLANET EXPAT IS HIRING A PROJECT MANAGER AT TECHNOLOGY NGO FOR INTERNSHIP
FROM 6 TO 10 MONTHS.

Date : 26/03/2015

Job reference : 150204-9224078

Type of contract : Internship

Localisation : Santiago 358000, CL

Contract duration : From 6 to 10 months

Level of studies : Bachelor's Degree

Years of experience : 6 months - 1 year

Company description :

Planet Expat provides career-boosting paid internships in some of the most innovative and dynamic Start-ups in Latin America, Europe and the USA. We connect students with promising start-ups abroad through a program that allows them to gain valuable professional experience in international environments while being key contributors to innovative projects.

We are hiring for the company below:

We are a well-established NGO headquarter in Brazil, with operations in Latin America, the US and Europe. Our mission is to fight poverty and foster social insertion through technology and the stimulation of entrepreneurship. We create community centers in low-income and rural communities and institutions such as hospitals, prisons, and psychiatric clinics. These centers work to strengthen low-income communities by providing access to information and communication technologies.

Our Chilean branch, which was created in 2001, accompanies the technological revolution that started in 2005 in the country. We have physical presence in 4 different locations across the country. Our main activities include the coordination of training programs focusing on technological alphabetization, the creation of digital schools and educational telecenters, and the management of a software donation program for NGOs jointly with a tech program based in San Francisco. We are funded by the Ministry of Social Development, the Ministry of Labor and by private technology companies.

We are looking for an international-minded trainee to help us further develop our software donation program and join our office in Chile for 6 to 10 months. The ideal candidate should be versatile as the mission spans communications, business development and operations. You will report to our Executive director and work in close collaboration with him.

Job description :

Missions:

Communications (about 50%)

*Manage our social media (Facebook, Twitter)

*Write newsletters

*Organize launching events and training sessions

*Translate communication material from English to Spanish

Business Development (25%)

*Prospect and contact technology donor companies

*Articulate our mission

*Accompany the Executive Director to Tech events

Operations (25%)

*Process/manage donations

*Update our online catalogue

Compensation:

*600\$ (USD)/month

*Performance-related bonus

Required profile :

* Student or recent graduate in Business Administration, Engineering or Social Sciences. We are looking for an individual with the following attributes:

* Entrepreneurial mindset

* Fluent in Spanish and English

* Good master of social media and good writing skills

* International mindset

* Versatile

* Interested in social development and technology

* Strong team spirit

* Well-organized

To apply : <http://apply.multiposting.fr/jobs/3788/9224078>