

## Digital Marketing Intern - Remote Terms of Reference

Atma Connect, an Award-winning nonprofit technology company is seeking a Digital Marketing Intern to help guide our marketing and growth efforts in Indonesia. You should have experience running digital marketing and growth campaigns.

### Responsibilities of the Digital Marketing Intern

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail, and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Help translate documents and reports (Indonesia - English / English - Indonesia)

### Requirements of the Digital Marketing Intern

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with marketing computer software and online applications (e.g. CRM tools, Google Analytics, and Google Adwords)
- Passion for the marketing industry and its best practices
- Current enrollment in a related Bachelor degree

### How to Apply:

The position is open until filled. We are looking to hire someone as soon as possible, so we encourage you to apply early.

- Please submit a cover letter and CV, to [jobs@atmaconnect.org](mailto:jobs@atmaconnect.org). Include the subject line “Application for Digital Marketing Intern position.”

### About Being on the Team:

- We are a startup, entrepreneurial organization that is constantly refining our work. All staffers are expected to help build organizational capacity, including strategizing around program development, developing documentation, supporting communications and fundraising, and taking professional development opportunities.
- Ability and willingness to learn the technological tools for remote working is also expected.
- We strive for a highly participatory, mutually supportive workplace that creates excellent work and allows us to have fun doing it. We are committed to the personal and professional growth of all staff.
- Atma Connect is an equal opportunity employer and committed to a diverse and inclusive

workforce. We strongly encourage and seek applications from women and people of color. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, or veteran status.

## **About Atma Connect**

Atma Connect is an award-winning 501(c)(3) international nonprofit headquartered in California. Our vision is based on a simple principle: no one understands the challenges of poor and marginalized communities better than the people who live in them. Atma's mission is to use technology to empower low-income people around the world so they can report problems, share solutions, and improve their communities from the ground up. We have launched a mobile app in Indonesia called AtmaGo: Neighbors helping neighbors ([www.atmago.com](http://www.atmago.com)).

Our mobile app, AtmaGo, delivers real-time crowd-sourced content directly to user's mobile phones. Since our 2015 launch in Indonesia, we have built a community of over 300,000 users who share breaking news on fires, floods and emergencies; report problems in their neighborhood; and post on jobs, classes, and cultural events. The Jakarta Disaster Management Agency has called AtmaGo an "important platform" that helps the agency "reach poorer neighborhoods." Our work has won support from worldwide funders through various international awards, including the Global Resilience Partnership (Rockefeller) and the Amplify/IDEO.org Challenge (DFID, Zurich Insurance).