

# Jet Black | Social Media Intern Job Description

## Who We Are

Jet Black is a boutique travel firm that offers a variety of services to individuals, governments and brands with a focus on encouraging tourism to countries in the African diaspora. Jet Black's mission is to highlight the breadth of beauty, culture and history of countries in the diaspora and create once in a lifetime experiences for our clients. Founded in July 2015, we have led trips to Cuba and Haiti, and sent private clients to East Africa and beyond.

## What We Are Looking For

This is an exciting opportunity for an entrepreneurial self-starter who has strong organizational and demonstrated success in marketing and building a social media presence. The successful candidate will work directly with the founder to build brand awareness for Jet Black across digital marketing platforms. He/she will:

- build a social media strategy and ultimately manage Jet Black's presence on various social sites. He/she may also help with other marketing initiatives.
- create and distribute compelling and high quality content with consistency.
- own and lead general administrative duties and projects as needed.

Our ideal candidate is a self-starter who is able to work independently and loves taking initiative and thinking creatively. He/she is looking for a new challenge, and is enthusiastic about working in a growing start-up and playing a pivotal role in building a business. The ideal candidate will:

- have a proven track record of strong organization and time management skills.
- have relevant social media and marketing experience.
- be proactive - anticipate needs, create opportunities and follow through on projects.
- possess exceptional communication skills, both written and verbal.
- be solution-oriented and resourceful, going above and beyond to get the job done.
- consistently show initiative. Bring ideas to the table, then execute against them.
- be positive, creative and intellectually curious.

This internship is available to start immediately.

## How To Apply

Email your resume and cover letter to [jobs@globaljetblack.com](mailto:jobs@globaljetblack.com).