

Kickstart Vacancies

— Post Carbon Lab —

Digital Marketing & Communications Associate

Post Carbon Lab is looking for a Digital Marketing & Communications Associate to become a part of our sustainability-driven innovative team.

We need help with managing our online (& occasionally offline) communications with our audience & clients to increase brand awareness & engagement.

Your duty is to help us create contents for our social media feeds, monthly newsletters, community engagement & website contents, Customer Relationship Management (CRM) and everyday admin. You may have the chance to assist us with grant/funding/resource applications as well.

If you have an interest in sustainability, textile, innovation, design and want to support a social enterprise fighting climate change & pollution, we would love to meet you!

We have a wide range of duties involved in our studio that can have your assistance, such as the following tasks (not exhaustive):

- Promote our services and overall company's ethos on online channels (offline as well but depending on pandemic policies)
- Design promotional materials and coordinate dissemination
- Create contents for social media & website
- Craft monthly newsletters of updates to engage with our online community
- Manage customer relationships & project status updates
- Grant & funding application writing support

Ideally, you would be a person with the following traits:

- Have a self-learning, inquisitive, positive, creative, flexible, resilient and can-do attitude
- Passionate about sustainability, climate/environment & social responsibilities
- Show interests & personal actions in facilitating small changes from within
- An engaging & eloquent storyteller with strong & compelling narratives
- Have empathy for your environment & community to tell authentic stories through effective visual & textual communications

We are a micro multidisciplinary team where every team member covers a wide range of tasks. Thus, it's important that you are comfortable with taking on challenges that you may not have any experiences with before because some priorities need to be delivered sooner than others. Our professional environment is non-judgmental, diverse, reflection-based and progress-focused. Essentially, as long as you can deliver, tell us how we can make working together fun & exciting for you 😊

It is essential to have the following skills:

- Fluent with all major social media platforms and familiar with its aesthetic manipulation options
- Have a keen eye for good graphic design, aesthetics & details
- Have access to digital devices & internet connectivity
- Know basic office software, e.g. Word, PDF, Keynote/Powerpoint
- Excellent verbal and written communication/presentation skills

It is desirable to have the following experiences:

- Have hands-on experience with web & social media content management tools, e.g. Wix, Later
- Have experience with using graphic/video manipulation/optimisation software/apps
- Experience or at least interest in SEO and Google Analytics to optimise engagement

- Experience in generating & handling social media accounts & monitor growths
- Backgrounds in relevant disciplines like design or marketing will be a plus

You will work 25 hours/week with us and you have the complete freedom to allocate your working hours 😊 The position is a 6-month commitment with the possibility to extend and work in other desirable formats.

To be eligible for the Kickstart Scheme, you will have to be between 18-24 years old and be on Universal Credit when you start working with us. We advise you to check [here](#) to see if you are eligible for [Universal Credit](#).

If you are keen to apply, send us an email at post.carbon.lab@gmail.com

Or drop us a DM through our Instagram account @postcarbonlab 😊

Feel free to ask us any questions you may have as well!

The salary will be the National Minimum Wage (or the National Living Wage depending on the age of the Participant) determined by DWP. We know that is not the most ideal salary but it is predetermined by the governmental scheme and we are working hard to fundraise so we can offer better pay in the future.

In return, we will freely provide you with tailored 1-2-1 consultations with senior employability & career coach to teach you professional survival skills and other things they should have taught you in the school but never did. We will also provide practical life design/coaching sessions to show you how to navigate your personal & professional development in the post-pandemic and post-graduation world.

If the pandemic allows, we will go on foraging trips and host small & fun events/workshops from time to time 😊 The wellbeing of our precious team member is crucial to us!

Tiny note for those who are interested in a face-to-face chat about the position: we would like to know what type of the 16 personalities you are to give us a rough idea of how you work, so do give it a go if you haven't 😊