

## Social Media Coordinator Intern

### Reach us

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### About us

Lybra Training, Coaching & Consulting N.V. was established on January 26, 2011, in Paramaribo, Suriname. We provide services in training, coaching, and consulting for small and large businesses and organizations in the public and private sector. Lybra is your partner in providing effective solutions to enhance the intellectual, emotional, and physical balance of individuals, teams, departments, and organizations.

### Requirements

- Ability to manage personal productivity and manage tasks on time.
- Show teamwork and ability to organize own tasks.
- Great oral and written communication skills in English and Dutch
- Experience with creating content and maintaining, and managing social media platforms such as Facebook, LinkedIn, Instagram, Twitter & TikTok
- Ability to write compelling captions and headlines that align with the brand's voice and messaging
- Familiarity with social media analytics tools
- Strong organization skills to manage content calendar, schedules, and campaigns effectively
- Familiarity with social media advertising principles is a plus

### Responsibilities

- Content Creation: Generate engaging text, images, videos, and infographics with aligned captions and headlines.
- Scheduling and Posting: Maintain a consistent posting schedule across social media platforms.
- Community Engagement: Monitor and respond to audience comments, messages, and mentions professionally.
- Analytics and Reporting: Utilize analytics tools to measure and analyze social media post performance.
- Campaign Support: Assist in planning and executing marketing campaigns.
- Content Calendar Management: Organize and schedule posts in line with marketing goals and trends.
- Research and Trends: Stay updated on industry and social media trends.
- Visual Content Creation: Create or coordinate visual assets for posts.

### Good to know

- Reasonable hours from 08:00 – 16:00
- Opportunities for on-the-job training
- Work experience is not a requirement

**Email your  
CV to  
info@lybragroup.com  
to apply for this  
position.**