

Marketing and Events Summer Intern

Description

About Filecoin Foundation Filecoin Foundation (FF) is an independent organization that facilitates governance of the Filecoin network, funds critical development projects, supports the growth of the Filecoin ecosystem, and advocates for Filecoin and the decentralized web. In 2017, the creators of Filecoin envisioned that an independent Filecoin Foundation would serve as the long-term governance body for the Filecoin Ecosystem. They gave the Foundation the mandate to â?¶grow an open ecosystem for decentralized storageâ?¶ and to â?¶give developers an open and sustainable platform to build, enhance and monetize those services.â?¶ They wanted the Foundation to be modeled on Foundations for other open source projects like the Apache Software Foundation, the Mozilla Foundation and the Linux Foundation. The Filecoin Foundation operates independently of Protocol Labs, the organization that designed and built the Filecoin network. As a member of our early-stage team, you will have the opportunity to help define our growth as the organization scales. At Filecoin Foundation, we are a fully remote organization and support a remote, collaborative, and inclusive working culture from anywhere in the world. Filecoin Foundation is looking for a talented Marketing and Events Intern. The ideal candidate has sharp written and verbal communication skills, attention to detail, and curiosity for Web3 communications, marketing, and events careers. You will work alongside the Events and Marketing team at Filecoin Foundation as we scale our community event program. You will support our participation at industry events with duties like logistics management, onsite staffing, and social/marketing needs. You will also aid in creating engaging and informative content, including blog posts, social posts, and external messaging to educate our audience about the benefits of decentralized storage on the Filecoin network. This role is non-technical and requires keen attention to detail, prioritization, communication, and follow-through. Our team is diverse and interdisciplinary, and we welcome your interesting, non-traditional, and/or early career experiences. The kind of person who loves writing, solving puzzles, and having their hands in multiple projects at one time is perfect for this role! Responsibilities Support day-to-day operations of events, including (but not limited to): coordinating end-to-end workflow for programs, managing event calendaring for the team, managing event website and keeping it up to date, overseeing logistics and shipping, keeping trackers and reports up to date Research and create compelling content such as blog posts, articles, whitepapers, and social media posts to educate our audience about the benefits of decentralization and the Filecoin network Assist in the coordination and execution of content marketing campaigns to increase brand awareness and engagement Maintain and organize event productivity spaces (Notion/Airtable/Google Drive/Slack) and team calls/notes continuously Support various event aspects such as staffing, runbooks, registration, and post-event reconciliation Research industry calendars of main Crypto/Web3/Web2 events and update our databases Manage web and marketing content to support the growth of the Filecoin Ecosystem Explorer page Support all Orbit community program administrative duties such as invoicing, quarterly planning, event approvals, etc. Maintain daily communication with events, communications, and marketing teams on event updates Create post-event registration and attendee reports Organize and manage vendor and partner contacts in CMS Stay up-to-date with industry trends to ensure content is current and relevant Help manage and maintain content calendars and publishing schedules Support the translation of technical concepts into easily understandable content Your Profile Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in event planning, customer service, marketing, communications, PR, hospitality, or Web3 Strong written and verbal communication skills and interpersonal skills Exceptional organization skills

Hiring organization

Filecoin

Job Location

Worldwide

Base Salary

\$ 82500 - \$ 145000

Date posted

May 7, 2024

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and a keen attention to detail. Flexible and adaptable; able to seamlessly switch priorities as needed and balance short-term deliverables with long-term strategic goals. Team player who thrives in a high-energy, collaborative work environment. Bridge-builder within and between organizations. Ability to keep track of multiple workstreams. Ability to see the big picture even while operating in deep in the weeds. Event logistics and project management experience a plus. Knowledge of Customer Relationship Management systems and event registration tools a plus. A reasonable hourly rate estimate of the current range for this positions is \$20/hr – \$22/hr. Please mention the word **OUTSTRIP** and tag RNTQuMjAzLjEwMi4yMDQ= when applying to show you read the job post completely (#RNTQuMjAzLjEwMi4yMDQ=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

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