

HUBUD

HUB
-IN-
UBUD

WE HAVE

BIG PLANS

Find out how you can be a part of them

?

WHO ARE WE?

?



1ST

COWORKING SPACE IN BALI

Hubud [Hub-in-Ubud] is the first coworking space in Bali, and we are one of the pioneers of the coworking & innovation movement in Indonesia. Our space is home to an interesting mix of digital nomads, techies, startup owners, creatives and changemakers from all around the world.

Called one of the world's top coworking spaces by CNBC, Hubud is consistently listed by many world-renowned publications (such as BBC, The Telegraph, New York Post, among many others) as well as Indonesia's leading media (The Jakarta Post, Jakarta Globe, Tempo, etc) as the prime destination for location-independent professionals looking for a glimpse into the future of work.



JOIN US AND CONNECT WITH INTERESTING PEOPLE FROM ALL AROUND THE WORLD!

Every month, more than 250 people from around the globe joins Hubud to work together and find ways to thrive.

Since 2013, our coworking space has attracted thousands of loyal followings from all around the globe. We are growing fast because we provide our members with something they can't get anywhere else: A place where talented creatives can work side by side successful entrepreneurs, economic development experts and software engineers. By facilitating meaningful human connections, we help our members grow, gain confidence, diversify and develop their projects.

↗

WE ARE GROWING

↗

We're hiring : Social Media Intern
Report to : Chief of Communications
Start Date : ASAP
Location : Ubud, Bali

WHAT IS IT ALL ABOUT?

We are seeking a passionate and highly organized Social Media Intern to help us implement Social Media strategy to represent Hubud's brand online more clearly, achieve its communications objectives, and reach out to its targeted audience or stakeholders more effectively.

You will be working alongside the legendary Hubud team in Ubud, Bali, growing the social media projects in parallel to some of the other projects the team is working on this year.

You will have both a high degree of independence, but the support and social benefits of working with an awesome team. Sound like your dream internship? Read on:]

THE NITTY GRITTY: THIS IS WHAT THE JOB WILL INVOLVE:

GIFs, a lot of GIFs and Memes. Just kidding!
In all seriousness, you'll be the voice of Hubud on social media. And while most of the communication will be happening through a screen, your role is not limited to the virtual. You will have to communicate with people, engage in conversations and develop leads and sales from those relationships.

Responsibilities:

- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification
- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action
- Set up and optimize company pages within each platform to increase the visibility of company's social content
- Moderate all user-generated content in line with our moderation policy
- Create editorial calendars and syndication schedules
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information
- Collaborate with other departments (Experience, Partnership etc) to manage reputation, identify key players and coordinate actions

YOU'RE THE RIGHT FIT, IF YOU...

- Love social media - #forrealthrough We're talking Instagram, Twitter, Facebook and LinkedIn, simultaneously. This will be your day to day job so if you're not posting about your last meal...
- Have strong communication skills - You know how to engage an audience through social media posts and interactions, and find joy in doing just that. You are able to adopt the style, tone, and voice of our business' various types of content
- Have good interpersonal skills - Love interacting with people, listening to their stories, and have a passion to facilitate connection, collaboration, and friendship
- Have a deep and comprehensive understanding of the social media tools (scheduling, editing, planning and analysis tools) and will know how to use these tools to direct the marketing strategy at hand
- Have a firm grasp of social trends and how they fit into each major network
- Have a dual-minded approach: You're highly creative and an excellent writer, but you can also be process-driven, think scale, and rely on data to make decisions
- Are great at organizing - There is a lot going on at Hubud at all times, which means there's a lot that you will be sharing on social media. You will have to be able to juggle multiple tasks at once
- Like working within a small (but awesome) team structure, you are comfortable with a high degree of independence
- Have excellent English proficiency and multicultural adaptability

MANAGEMENT ARRANGEMENTS:

You will be based at Hubud, in Ubud, Bali.

You will have full access to the space, including to our events and community. The people that operate at Hubud are extremely bright, motivated individuals at the forefront of location independence and online entrepreneurialism, and you'll meet and be mentored by some of the top brains on the island.

Regular hours will be **9am to 6pm, 5 days a week**, but time-flexibility is required.

To apply:

- 1) Send us your CV (no longer than 2 pages, please) and a short cover letter explaining why you think you would be an amazing fit for this job, and why this is the most exciting job you have seen in the last 6 months (hint: If it is not, it probably is not for you).
- 2) Create a one-minute-video introducing yourself and why you would like to join our team, and include this video in your application email. No video, no interview.

Please write: "I love social media!" in the email subject header and send it to jobs@hubud.org.

