**“Nuova Soverato” A.P.S is looking for these workers’ profiles:**

**1 Social Media Manager**

**1 Lawyer**

**1 Treasurer**

**1 Stakeholders Board Director**

**1 Sponsorship Manager**

If you are interested send an email to [www.nuovasoveratoaps.it](http://www.nuovasoveratoaps.it)

enclosing

1. CV
2. an intent letter

**1: Social Media Manager**

“Nuova Soverato” A.P.S is seeking for a passionate, driven and social-media savvy

JOB TYPE: Paid Intern

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES- the candidate should:

* support the social media marketing and strategy team
* assist in the creation, organization and filing of creative assets
* research emerging trends within the industry and digital media landscape
* track talent social activity for priority programming and special events
* help to brainstorm, create content and draft copy for posting across social platforms
* pitch the team fun creative ideas in order to gain media value
* assist in the planning and execution of marketing rollout plans from launch alongside social media team

QUALIFICATIONS- the applier should:

* be available 6 full days per week
* be keen on social media/marketing, television, entertainment industry and social landscape
* be eager to learn
* show ability to work independently with passion and energy
* have organizational skills, strong writing ability, and attention to detail
* reveal excellent knowledge of social media platforms such as Facebook, Instagram, Twitter and TikTok
* be proficient s in Excel, Google Docs, PowerPoint and Adobe Photoshop
* have experience in Graphic Design and video editing

SALARY: 1600€ a month

**2: Lawyer**

JOB TYPE: Paid associate

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES:

* assist customers with financial and legal matters
* educate customers, families, and staff on living wills and advanced directives
* support customers in their health care
* provide solutions that most meet the physical and emotional needs of each customer

QUALIFICATIONS- the applier should:

* have 3-4 years’ experience in social law department
* prove high ability to maintain confidentiality of information
* be self-motivated and able to manage multiple projects at the same time
* demonstrate ability to problem solve, prioritize workload, and meet deadlines
* manifest capability to conduct research thorough analysis of information and situations
* establish schedules and follow through, and produce high quality legal writing
* show strong written and verbal communication skills

SALARY: 1800€ a month

**3: Treasurer**

JOB TYPE: Paid Associate

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES: - the candidate should:

* manage and optimize the company’s cash flow and revenue and evaluates fiscal decisions in order to meet financial obligations.
* provide investment management, debt management, and cash management processes
* forecast cash flow positions and analyze risk and reward of financial decisions for all departments and funded projects
* supervise lower level finance positions and perform special projects as assigned

QUALIFICATIONS: - the applier should:

* have a Bachelor's degree in Finance, Accounting, Business, or other related field.
* have almost five years of closely related professional work experience in banking, investments, debt management and cash management.

An equivalent combination of education and experience may be considered as meeting the minimum qualifications.

SALARY: 1800€ a month

**4: Stakeholders Board Director**

JOB TYPE: Associate Member

JOB SCHEDULE: Part-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* provide oversight and direction to the development, planning and staging of the company’s activities related to stakeholders’ interests encompassing

• Strategy and Policy

• Budget and Finance

• Audit and Risk Management

• Legal and Contracts

• Taxation

QUALIFICATIONS: - the applier should:

* prove effective past experience in combining shareholders and stakeholders’ interests in guaranteeing the welfare of the firm's environment

SALARY: All reasonable expenses will be covered

**5: Sponsorship Manager**

JOB TYPE: Paid Associate

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* manage relationships with funding/donors partners .
* plan, develop and execute regional online communications that support the company's strategic goal and brand guidelines.
* coordinate communications for funding campaigns
* grow the brand’s presence

QUALIFICATIONS - the candidate should:

* have a Bachelor’s degree in Business/Marketing or related field.
* be experienced as Marketing Influencer and/or in social media campaigns.
* be able to work well under pressure.
* be able to manage several projects concurrently
* have organizational skills and be results oriented.
* have excellent communications and networking skills.

SALARY: 1600€ a month

**"NUOVA SOVERATO" is a non-profit organization and it pursues civic, solidarity and socially useful purposes, by carrying out initiatives of general interest in favor of its members or third parties.**