



Engagement Letter– SafeStories

Job Title: Social Media Intern

Mode: Offline

Location: Pune

Remuneration: 3500/- per month

Timings: (18-20 hours) Minimum of 3 hours per day at the office location, 6 days a week

About us: We are an inclusive and ethical Mental Well-being Center, located in Pune, India. We provide a range of holistic mental health care solutions for individuals, couples, families, corporates, and organisations globally online and offline. At SafeStories, we are firm believers of Empathy, Resilience, and Collaboration.

About the Role: We are looking for an enthusiastic and passionate candidate who is comfortable with designing, content creation, social media presence, management and planning of the social media calendar.

The role requires you to be passionate about the field of Mental health and take up dynamic roles and responsibilities which align with Centre's requirement.

Responsibilities:

- Working with team for social media content development and planning (videos, reels, short videos, posts, and stories etc)
- Working on audio, visual, and written creatives for social media platform
- Leading the social media marketing work with the mental health team
- Designing content for blogs, articles, and newsletters
- Research for content ideas and posts based on current market trend
- Coming up with creative and novel ideas for presenting the content (Captions, Catchy titles, and other content)
- Posting relevant content through our social media handles (Instagram, LinkedIn, Facebook, Youtube)
- Aiming at improved engagement on the account through live talks/engaging stories/Live Q&A series
- Creating a minimum of 18-20 posts(includes 9-10 static posts, 9-10 reels) per month.
- Maintaining engagement through stories on the page.
- Posting the content and replying to stories, comments and direct messages.
- Any other relevant responsibility conveyed by the employer.

Candidate Requirements:

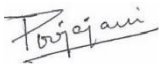
- Sound knowledge of Canva, Microsoft Excel and MailChimp.
- Excellent verbal and written Communication skills.
- Sound knowledge of theories and concepts of Psychology.
- Should hold ethics in high regards and work in alignment with the company's values and philosophy.

Other Terms & Conditions

- All content created will be owned by SafeStories, credit for which will be given to you wherever required.
- You shall not post content on your personal blog that is the same as the content that will be posted on SafeStories.
- The engagement will be for the first month itself and shall be revisited post that based on the deliverables.
- Your engagement and continuation of services will be subject to you being medically fit and adherence to organizational values and goals at the commencement of and at any time during the tenure of your employment with the company.
- At the time of termination, you will provide complete support in transferring the relevant data that you have worked on for the organization, back to our team.

Please acknowledge and confirm your acceptance by signing this letter and returning us one a copy of it. We look forward to your long-term engagement with our organization.

With Best Wishes

A handwritten signature in black ink that reads "Pooja Jain".

Ms. Pooja Jain
Founder & Psychotherapist
SafeStories- Mental Well-being Center, Pune
Safety And You Well-being Centre LLP

I accept the terms of my offer with SafeStories, as mentioned above.

Signature:

Address:

Mob: