



ITALIAN TRADE AGENCY

Los Angeles Office  
Date: 03.29.2022  
P. 0038904/22

## JOB ANNOUNCEMENT

**This notice is an invitation to submit application for TEMPORARY POSITIONS which may be available at ITA Agency – Los Angeles office during the current year 2022.**

### 1. **The Italian Trade Agency**

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

**The ITA Los Angeles office** specializes in the promotion of high tech, environment technology and green energy, life science, entertainment industry, chemicals and pharmaceutical products, bicycles and motorcycles, among other sectors. More information on the Italian Trade Agency activities in the US is available at [www.ice.it](http://www.ice.it).

### 2. **Job positions**

The Italian Trade Agency - Los Angeles office - is seeking applicants for the following temporary positions that should be available during 2022.

n. 1 **Social Media and Communication officer**

### 3. **Job location**

Italian Trade Agency - Los Angeles Office  
1900 Avenue of the Stars, Los Angeles, CA, 90067

### 4. **Job Description**

As part of the temporary contract, the activities and responsibilities for the position, under the general direction of ITA Los Angeles, shall be the following:

- Manage the day-to-day operation of our social platforms, their content and performance, along with the website and newsletter.

- Running reports, analyzing trends and drawing insights from various social data sources like paid-social, social listening, community management and more.
- Building brand awareness and positioning

## **5. Requirements**

### **Junior Market Analyst**

- Bachelor's degree in Marketing, Communication or Economics, Business Administration
- US citizens or Permanent residency (holder of US passport or green card or legally authorized to work in the US)
- Proficiency in English (writing and speaking)
- Skillful use of social media accounts for professional purposes and/or working with CRM software.
- Proficiency in Microsoft Office (Word, Excel, Power Point), in addition to internet, email, google suite and database software.
- Knowledge of : Mailchimp, Hootsuite, Adobe creative: Photoshop

### **Additional skills and qualifications.**

- Excellent organizational, interpersonal and communicational skills
- Ability to manage multiple tasks at once.
- Qualified references from prior employers
- Must reside in the Los Angeles area

**Candidates lacking even one of the above listed requirements will not be selected for an interview.**

## **6. Salary and Compensation**

Salary and monthly compensation will be commensurate with experience and qualifications, according to the following range:

- ✓ Social Media and Communication officer: range between \$ 22.00 - \$ 24.00 per hour (gross of taxes and any other dues)

### **Important notice**

- a) The position is full-time: 35 hours per week, excluding transfers (7/h days – 5 days a week)
- b) The temporary contract term is of six months, renewable based on funds availability and performance.
- c) The successful candidates will be employed directly by ITA Los Angeles' Temporary Agency
- d) No Health insurance coverage will be offered.

## **7. Employment Status**

Applicants must be legally authorized to work in the US.

**The Italian Trade Agency will not sponsor any applicants.**

## **8. Application Submission**

Interested candidates must submit their resume, **ONLY BY EMAIL, to: losangeles@ice.it, Attn. Ms. Alessandra Rainaldi** specifying in the subject line: the position for which you are applying **Social Media and Communication officer**

### **9. Selection**

ITA Agency – Los Angeles office will take into consideration the applications accordingly with the availability of job positions may occur during the year.

In this case, the selected applicant will be invited to an interview to assess his requirements of education, skill, technical qualifications and experience to the position available.

This pre-selection could be suspended and/or cancelled at any time and for any reason or no reason by ITA at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates.

---

*ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.*

*Provided that every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be the ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.*

#### **IMPORTANT**

Please note that as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers (“Code of Conduct”).

A copy of ITA Code of Conduct is available at [www.ice.it](http://www.ice.it), “Chi siamo” - “Amministrazione Trasparente” (Transparent Administration) – “Disposizioni generali” (General provisions) – “Atti generali” (Acts of general application) – “Code of conduct”.