

Job Description



Job Title:	Communications and Network Engagement Intern		
Cluster:	Communications		
Salary:	USD 1,200 Per Month (Stipend)	Contract Type:	6 Months
Location:	Remote (CIVICUS greatly encourages applications from the Global South)		
Reports to:	Communication Officer		
Direct Reports:	N/A		
Job Role			
Role Overview:	<p>The Communications and Network Engagement Intern position is an exciting role supporting CIVICUS’ global engagement via our multiple digital platforms. The role brings together essential core communications competencies on creativity, analysis, and relationship building.</p> <p>They will contribute to the CIVICUS mission of mobilising a stronger civil society and citizen action by helping build network engagement, develop creative digital content, and network with communicators across sectors for civic action.</p>		
Areas of Responsibilities	Key Activities		
Support Narratives Network	<ul style="list-style-type: none"> • Support the development and packaging of communications outputs that highlight the work and impact of a global narrative builder network. • Engage with CIVICUS members and partners to gather and compile content, including quotations, reflections, and key takeaways from events and engagements. • Support internal learning process and public dissemination of content. • Provide administrative support t for Narratives Network-related events. 		
Develop Creative Social Media Content	<ul style="list-style-type: none"> • Support production of media and digital content including, written stories, graphics, and video content for web and social media channels. • Support novel content types and platform testing for various digital and social media channels. • Support creation of animated video content using CIVICUS avatars • Support strategies, plans, and events to engage CIVICUS wider Membership base to strengthen our public communications engagement. 		
Person Specification			
Education, Language & Qualifications	<ul style="list-style-type: none"> • A degree or equivalent in communications, marketing, social media, creative content development, or related field of equivalent experience. • Commitment to positive change – and working with civil society, citizen activists, non-profit organisations, charitable networks, media, etc. • Excellent linguistic skills in English; Proficiency in a major global south language will be beneficial. 		

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Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• Strong interest in community and network engagement and designing targeted content.• Interest in communicating for civic action, civil society, and positive social change.• Experience using social media, creating content and analytics on• LinkedIn, X, Facebook, Instagram, and TikTok.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Microsoft Office, Adobe CS, DaVinci Resolve, Canva, Google Analytics, and similar software experience.• Experience in using and administering chat messengers.• Experience working with civic society organisations, social enterprises, and the human rights sector will be an advantage.• Linguistic proficiency in major global south language(s) will be an advantage.