

Job Description



Job Title:	Communications Intern		
Cluster:	Advocacy & Solidarity Action		
Salary:	USD 1200 pm	Contract Type:	6 Months
Location:	Remote, CIVICUS greatly encourages applications from candidates in the Global South		
Reports to:	FoPA Programmes Officer		
Direct Reports:	n/a		
Job Role			
Role Overview:	<p>The Communications Intern (FoPA) is an exciting opportunity to gain experience by working with CIVICUS's Freedom of Peaceful Assembly (FoPA) Global Resource Hub. It would suit an individual who is passionate about communicating and engaging with civil society and would like to use their knowledge and skills to facilitate dynamic conversations. The role will focus on creating communication products, including social media, impact stories, blog posts, infographics, and more, to tell the story of the hub from inception and communicate the impact of its efforts.</p>		
Areas of Responsibilities	Key Activities		
Designing Communications Products	<ul style="list-style-type: none"> Assist in developing communication products that convey the impact of the FoPA Global Resource Hub since its inception, this includes success stories and reports. Assisting in developing infographics and audio-visual products that draw on data from the hub and adhere to CIVICUS brand guidelines. 		
Collate Content from Regional Partners	<ul style="list-style-type: none"> Collate and summarise learnings from the hub that describe the initiatives undertaken by each regional partner and the hub, in a compelling manner. 		
Engagement	<ul style="list-style-type: none"> Support the Communications team with promoting digital engagement; this includes creating content for social media posting. Support in designing PowerPoint presentations, especially around branding 		
Person Specification			

Job Description



Education, Language & Qualifications	<ul style="list-style-type: none">• Should have a degree in communications, development, journalism or related field or equivalent experience, ideally focusing on communications or advocacy.• Strong interest in working in non-profit organizations, charitable networks, and/or public service institutions.• Demonstrated working fluency in English.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• Interest in working in communications, ideally in the civil society sector.• Experience using social media like X, Facebook and Instagram, Microsoft Office, Canva, Google Analytics, and similar software.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Experience working with the civic society organisations and in the human rights sector.• Working knowledge of Spanish, Arabic, Portuguese Russian or French an advantage.• Graphic design/Photoshop and audio/video editing are an advantage.