

Job Description



Job Title:	Research Intern		
Cluster:	Research		
Salary:	USD 600 Per Month (Stipend)	Contract Type:	Part-Time, 12 Month Internship Contract
Location:	Remote		
Reports to:	Head of Research and Analysis		
Direct Reports:	None		
Job Role			
Role Overview:	The Research Intern will conduct desk research and interviews and produce text to feed into articles for publication on the CIVICUS Lens platform and into the State of Civil Society Report and thematic reports. Through this work, the intern will gain research experience and deepen their knowledge of trends pertaining civil society.		
Areas of Responsibilities	Key Activities		
Research	<ul style="list-style-type: none"> • Review literature and gather information relevant to research projects • Identify and contact potential interviewees • Conduct, transcribe and edit interviews • Produce text to feed into research reports and other publications 		
Publication and dissemination	<ul style="list-style-type: none"> • Assist with editing various research inputs and outputs • Help develop and coordinate research dissemination and follow-up activities • Translate interviews or other short texts (if applicable) 		
Social Media	<ul style="list-style-type: none"> • Create content for social media • Develop visuals and graphics to accompany research outputs • Publish updates of reports, interviews and op-ed pieces on social media 		
Other	<ul style="list-style-type: none"> • Attend team meetings and contribute to team discussions • Facilitate interviewees joining as CIVICUS members • Undertake other tasks as reasonably required within the scope of the job • Demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS 		
Person Specification			
Education and Language	<ul style="list-style-type: none"> • Degree in any of the social sciences or other relevant field, or to be near completion of studies towards such degree • Oral and written fluency in English 		

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<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none">• Excellent writing skills• Experience with MS Office• Strong interest in working in the field of civil society• Strong interpersonal and communication skills, particularly the ability to build rapport with youth activists and interviewees• Inclination and ability to work as part of a diverse, multicultural virtual team• Ability to work independently and deliver within deadlines and with high attention to detail• Commitment to CIVICUS' vision, mission, values and ways of working
<p>Desirable Knowledge, Skills and Experience</p>	<ul style="list-style-type: none">• Knowledge of social science research methodologies, particularly qualitative interviewing techniques• Research experience• Familiarity with civil society issues• Experience in developing social media content• Experience using Canva, Piktochart, Flourish and other design/data visualisation software• Additional languages (French and/or Spanish preferred)