

Job Description



Job Title:	Learning and Communications Intern		
Cluster:	Freedom of Peaceful Assembly (FoPA) Workstream		
Salary:	USD 1200	Contract Type:	5 Months
Location:	Remote, CIVICUS greatly encourages applications from candidates in the Global South		
Reports to:	FoPA Programme Coordinator		
Job Role			
Role Overview:	<p>The FoPA Learning and Communications Intern is an exciting opportunity to gain experience by working with CIVICUS’s FoPA Workstream and supporting the implementation of workstream communication strategies and learning initiatives.</p> <p>This role would suit an individual passionate about human rights, skilled in digital communications, and experienced in working on collaborative action programs, with the knowledge and skills to facilitate dynamic and cross-regional collaboration and learning.</p> <p>Responsibilities include supporting the coordination of strategic learning activities, assisting in the development and dissemination of communication materials, coordinating collaboration, and learning sessions, and fostering relationships with regional and grassroots partners.</p>		
Areas of Responsibilities	Key Activities		
Communications And Visibility	<ul style="list-style-type: none"> • Develop communications products that convey the impact of the FoPA Workstream’s work including social media content, impact stories, blog posts, audio-visuales, infographics, and reports. • Support the monitoring and evaluation of communication strategies and campaigns effectiveness. • Support regional and grassroots partners to amplify their stories and initiatives. • Support in designing power-point presentations, especially around branding, and support the branding guidelines review and use. • Support CIVICUS Communication cluster in developing and publishing communications products 		
Programme Learning	<ul style="list-style-type: none"> • Assist in designing and delivering cross-cluster learning sessions between the FoPA Workstream and other clusters within CIVICUS. • Assist in designing and delivering learning sessions and webinars for programme partners and stakeholders. 		

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	<ul style="list-style-type: none"> • Support the programme officers in fostering a learning community among partners by facilitating knowledge-sharing activities and discussions. • Support the development of learning products and resources, including manuals, toolkits, and guides. • Support the collection and analysis of feedback from training sessions to improve future learning initiatives. • Support the monitoring and evaluation of learning programs, including data collection and reporting. • Collate and summarise learnings from the partners and facilitate exchanges in a compelling manner. • Ensure learning products from the programme are shared and distributed more widely.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Should have a degree or diploma in communications, development, journalism, Monitoring, Evaluation and Learning, 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"> • Strong written and verbal communication skills, with the ability to tailor messages to different audiences. • Experience in designing and delivering learning and collaborative action initiatives. • Proficiency in using digital communication tools and platforms, including social media, content management systems, and graphic design 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. • Ability to work collaboratively in a multicultural and multidisciplinary team. • Working knowledge of Spanish, Arabic, Portuguese, Russian or French is an advantage. • Experience working with advanced Graphic design/Photoshop and audio/video editing software is an advantage.