

Job Description



Job Title:	Membership Networks Intern		
Cluster:	Membership & Networks		
Salary:	\$1200 per month	Contract Type:	Internship (6 months)
Location:	Flexible. The candidate must have the right to work in their location		
Reports to:	Membership & Networks Lead		
Direct Reports:	n/a		
Job Role <small>(The Job Role explains what would be required of the role; with a summary of the role (role overview) and then the key responsibilities with relevant activities expected for each)</small>			
Role Overview: <small>(Please write a single paragraph that gives three to five details applicants will find most exciting about the job.)</small>	<p>The Membership Networks Intern is an exciting opportunity to work with CIVICUS' Member Networks, including the Membership Advisory Group, the Affinity Group for National Associations, as well as our communities of practices around Freedom of Peaceful Assembly, Resourcing and more. The internship will have a particular focus on supporting the CIVICUS Solidarity Fund, and launching our next call for applications. The internship will also offer the successful candidate the opportunity to lead a piece of work with the support of the team, in line with their career aspirations and the needs of the membership & networks team.</p>		
Areas of Responsibilities <small>(Please list the key responsibilities for this role in about 6 key performance areas)</small>	Key Activities <small>(Please list all the key activities under each responsibility in no more than 5 bullet points. Ensuring that they are specific to the key performance area)</small>		
Network Support	<ul style="list-style-type: none"> • Work with network leads to convene and engage network members and facilitate alignment. • Support membership verification for CIVICUS communities of practice, networks, and working groups. 		
Membership	<ul style="list-style-type: none"> • Ensure the membership dashboard is up-to-date • Respond to staff queries for membership data • Facilitate information exchange between members and CIVICUS projects and programmes. 		
Communications	<ul style="list-style-type: none"> • Assist with updating all membership materials, including the website, social media and online platform. • 		
CIVICUS Solidarity Fund	<ul style="list-style-type: none"> • Support with administration and reporting in line with our grantee contracts. • Facilitate learning exchanges, project support and reporting support convenings. • Support the election of the Membership Advisory Group. • Assist in setting up the 2024 call for applications for the fund. 		
Person Specification			

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(Please outline the key qualifications, languages required for the role followed by about 10 essential criteria and 2-3 desirable criteria – these need to be measurable and are usually used to do the initial longlist/shortlist for the role)	
Education, Language & Qualifications	<ul style="list-style-type: none">• Fluency in verbal and written communication in English.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• Knowledge or experience (this can be education, work or volunteering) in international development.• Knowledge or experience (this can be education, work or volunteering) in networks and/or membership-based organisations.• Interest in participatory grant-making• Excellent writing and organisational skills.• Commitment to CIVICUS's vision, mission, values and ways of working.•
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• French, Spanish, Portuguese or Arabic language skills would be a strong asset.• Knowledge/experience in participatory grant-making