

Job Description



Job Title:	Membership & Networks Project Intern		
Cluster:	Membership & Networks		
Salary:	\$1200 per month	Contract Type:	3 Months, possible extension to 6 months
Location:	Flexible. The candidate must have the right to work in their location		
Reports to:	Networks Coordinator		
Direct Reports:	None		
Job Role			
Role Overview:	The Membership & Networks Project Intern will have the opportunity to gain hands-on experience across CIVICUS initiatives, including the EU-funded project "Strengthening the CIVICUS Alliance." Working within the Membership & Networks cluster, the intern will develop their skills around the essentials of project coordination and administration. This includes managing documentation, supporting cross-cluster communication, assisting with logistical tasks, and helping coordinate both virtual and in-person events. The role also provides a chance to learn about membership administration processes and gain experience managing the membership inbox, contributing to the smooth and efficient running of key project activities.		
Areas of Responsibilities	Key Activities		
Administrative Support	• Provide general administrative assistance to networks and membership engagement leads, including scheduling meetings, preparing agendas, taking minutes and follow up actions. • Manage and maintain project documentation, such as contracts, reports, and correspondence, ensuring everything is up-to-date and easily accessible. • Organise and track timelines, ensuring deliverables and milestones are met for all assigned activities. • Support management of the membership inbox • Support the Membership Engagement Officer in reviewing membership application data and documentation and to track and follow up with members on outstanding documentation		
Logistics and Operations	• Support meeting/event logistics for both virtual and in-person events, including venue selection, travel arrangements, accommodations, and visa processes for participants. • Serve as logistics point of contact for event attendees		

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	Facilitate event-related risk assessments and ensure health, safety, and security protocols are followed
Project Coordination and Logistics:	- Support meeting/event logistics for both virtual and in-person events, ensuring consistency and quality - Work with the finance team to process payments, track invoices, and ensure financial compliance - Maintain and update project monitoring tools (e.g., spreadsheets, calendars) to track progress on deliverables and objectives. - Assist in documenting lessons learned from project implementation and support knowledge-sharing efforts across CIVICUS teams.
Communication and Stakeholder Engagement:	- Serve as the point of contact for project activity-related inquiries, routing questions to the appropriate team members or stakeholders. - Support the drafting and distribution of internal and external communications, including updates, newsletters, and event announcements. - Ensure regular communication with project partners, donors, and external stakeholders, helping to keep all parties informed of progress and developments.
Other	- The role-holder will from time to time be required to carry out any other duties that are within the scope of the job. - All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
Person Specification	
Education, Language & Qualifications	Fluency in English is essential. Proficiency in additional languages (e.g., Spanish, French, or Portuguese) is an advantage.
Essential Knowledge, skills and Experience	- Interest in learning about project administration and support roles, particularly within a non-profit or international development context. - Eagerness to develop skills in coordinating logistics for both virtual and in-person events, including gaining familiarity with online meeting platforms such as Zoom, Microsoft Teams, or similar tools. - Strong organisational skills with the ability to manage multiple tasks - Strong written and verbal communication skills - Awareness of project management software (e.g., Asana, Trello, MS Project) and basic office tools (e.g., MS Office, Google Suite). - Ability to work independently and as part of a multicultural and dispersed team, with a proactive and solution-oriented approach. - Commitment to CIVICUS's mission and values

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Desirable Knowledge, skills and Experience

- A diploma or bachelor's degree or equivalent in project management, international relations, administration, or a related field is not required, however would be desirable for the role.
- Experience working in an international context, with an understanding of global civil society dynamics.
- Proficiency in an additional language (e.g., Spanish, French, or Arabic) is highly desirable given CIVICUS' global scope.