

# Job Description



Job Title:	Learning and Communications Intern		
Cluster:	Freedom of Peaceful Assembly (FoPA) Workstream		
Salary:	USD 1,200/Month	Contract Type:	Initial 3 Months, Extendable up to 6 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 will support three key projects: the Freedom of Peaceful Assembly (FoPA) Global Resource Hub, the WeRise Initiative, and the Protest Lab. This is an exciting opportunity to gain hands-on experience with CIVICUS’s Freedom of Peaceful Assembly (FoPA) Workstream, contributing to the implementation of communication strategies and cross-regional learning initiatives.</p> <p>This role is ideal for someone passionate about human rights, skilled in digital communications, and experienced in supporting collaborative action programs. The intern will help coordinate strategic learning activities, develop and share communication materials, facilitate cross-regional collaboration and learning sessions, and nurture relationships with regional and grassroots partners.</p>		
Areas of Responsibilities	Key Activities		
Communications And Visibility	<ul style="list-style-type: none"><li>Support the development of communications products that highlight the impact of the FoPA Workstream’s work, including social media content, impact stories, blog posts, audio-visuals, infographics, and reports.</li><li>Assist in monitoring and evaluating the effectiveness of communication strategies and campaigns.</li><li>Liaise with regional and grassroots partners to help amplify their stories and initiatives.</li><li>Provide support in designing PowerPoint presentations, particularly ensuring alignment with CIVICUS branding, and assist with reviewing and applying branding guidelines.</li><li>Coordinate with the CIVICUS Communication Cluster to support the development and publication of communications materials.</li></ul>		
Programme Learning	<ul style="list-style-type: none"><li>Assist in designing and delivering cross-cluster learning sessions between the FoPA Workstream and other clusters within CIVICUS.</li><li>Assist in designing and delivering learning sessions and webinars for programme partners and stakeholders.</li><li>Foster a learning community among partners by facilitating knowledge-sharing activities and discussions.</li></ul>		

# Job Description



	<ul style="list-style-type: none"> <li>• Support the development of learning products and resources, including manuals, toolkits, and guides.</li> <li>• Support the collection and analysis of feedback from training sessions to improve future learning initiatives.</li> <li>• Support the monitoring and evaluation of learning programs, including data collection and reporting.</li> <li>• Collate and summarise learnings from the partners and facilitate exchanges in a compelling manner.</li> <li>• Ensure learning products from the programme are shared and distributed more widely.</li> </ul>
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Strong interest in working in non-profit organizations, charitable networks, and/or public service institutions.</li> <li>• Demonstrated working fluency in English.</li> </ul>
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills, with the ability to tailor messages to different audiences.</li> <li>• Experience in designing and delivering learning and collaborative action initiatives</li> <li>• Proficiency in using digital communication tools and platforms, including social media, content management systems, and graphic design software.</li> </ul>
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>• Experience working with the civic society organisations and in the human rights sector.</li> <li>• Ability to work collaboratively in a multicultural and multidisciplinary team.</li> <li>• Working knowledge of Spanish, Arabic, Portuguese, Russian or French is an advantage.</li> <li>• Experience working with advanced Graphic design/Photoshop and audio/video editing software is an advantage.</li> </ul>