<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Digital Communications Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster:</td>
<td>Communications</td>
</tr>
<tr>
<td>Salary:</td>
<td>$1200 per month</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>6 month internship</td>
</tr>
<tr>
<td>Location:</td>
<td>Virtual/ Preferred location Civicus Headquarters Johannesburg South Africa</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Communications Coordinator</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Job Role**

The Digital Communications intern will work closely with communications and other staff to produce and disseminate digital communications, in particular communicating CIVICUS knowledge about civil society, being part of advocacy efforts to protect people's rights to speak out, organise, and take action, and amplify marginalised voices, especially from the Global South. The intern will produce multi-media content for website and social media (graphics, videos, infographics, etc); draft written content; support media outreach; and conduct research related to fundamental freedoms and human rights; among other support for CIVICUS communications.

### Areas of Responsibilities

#### Content Production

Draft text and produce content, such as

- **Multi-media content:** Produce multi-media content for website and social media - graphics, videos, infographics, timelines, etc
- **Social media:** Draft social media toolkits, draft and schedule posts in collaboration with communications and other clusters; track and monitor social media analytics.
- **Newsletters:** Draft e-newsletters & mailers; help to curate email lists

#### Media & Website

Drafting and support to editorial content including:

- **Website:** Upload articles for CIVICUS’ websites, fix non-technical issues related to CIVICUS’ website, use web analytics to contribute to understanding of how audiences engage with content.
- **Media and media related tasks.** Support drafting press releases for key moments, production of media fact sheets, drafting of media placements; media analytics and reporting; research to inform talking points, fact sheets etc. Build databases.
| Communications | ● Integrate digital communication across CIVICUS policy, programmes and initiatives, in collaboration with comms cluster  
● Support with monitoring and evaluation of communications, as well as drafting related analytical reports. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>● The role holder will from time to time be required to carry out any other duties that are within the scope of the job.</td>
</tr>
<tr>
<td>Person Specification</td>
<td></td>
</tr>
</tbody>
</table>
| **Education, Language & Qualifications** | ● A degree in a related field or is studying towards a graduate degree in a related field. This requirement can be waived in lieu of global activism experience in inclusion  
● Excellent English language writings skills |
| **Essential Knowledge, skills and Experience** | ● Good understanding of Google analytics, web and content management.  
● Ability to use content production software – Adobe, PictoChart, Canva, Video editing software  
● Experience with media management and monitoring software.  
● Thorough understanding of and ability to use social media and social media content scheduling tools, Buffer, Tweetdeck, Hootsuite  
● Commitment to Civicus’s vision, mission, values and ways of working  
● Ability to work well in a global context with different cultures |
| **Desirable Knowledge, skills and Experience** | ● Additional UN priority language (Arabic, Chinese, English, French, Russian, Spanish)  
● (Knowledge of writing for websites, and content management systems such as Joomla  
● Editing and proofreading skills.  
● Good understanding of communication strategy.  
● Excellent written and spoken English  
● Ability to balance multiple priorities  
● Creativity and an eye for detail and visual design |