

Job Description



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| Job Title: | MULTILINGUAL COMMS INTERN | | |
| Cluster: | Research | | |
| Salary: | USD 600 per month | Contract Type: | Internship, part-time |
| Location: | Global South with preference for Africa, remote work | | |
| Reports to: | Senior Research Specialist | | |
| Direct Reports: | none | | |
| Job Role | | | |
| Role Overview | The Multilingual Comms Intern will support the production, design, publication and dissemination of research outputs in several languages. Through this work, the intern will gain comms experience and get an understanding of trends pertaining civil society. | | |
| Areas of Responsibilities | Key Activities | | |
| Social media | <ul style="list-style-type: none"> • Publish daily updates of reports, interviews and op-ed pieces on social media • Design material to use on social media | | |
| Editing and translation | <ul style="list-style-type: none"> • Assist with editing various research inputs and outputs • Translate interviews or other short texts • Coordinate translations and liaise with external editors and translators | | |
| Design and dissemination | <ul style="list-style-type: none"> • Help develop and coordinate research dissemination and follow-up activities • Liaise with the Comms team on matters related to design and layout in order to contribute to developing innovative and appealing ways to present research outputs • Liaise with external designers | | |
| Research | <ul style="list-style-type: none"> • Provide editing and feedback for content to be published as part of the State of Civil Society Report • Contribute to the preparation of research papers, reports and other internal or external documents on civil society trends. | | |
| Other | <ul style="list-style-type: none"> • Demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS • May be required to carry out other duties within the scope of the job | | |
| Person Specification | | | |
| Education and Languages | <ul style="list-style-type: none"> • Degree in journalism, communications or another relevant field, or to be near completion of studies towards such degree • Fluency in Spanish and English | | |

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| Essential Knowledge, skills and Experience | <ul style="list-style-type: none">• Excellent written and oral communications skills• Excellent IT skills, including experience with MS Office• Strong interest in working in the field of civil society• Commitment to CIVICUS' vision, mission, values and ways of working• Interpersonal skills: inclination and ability to work as part of a diverse, multicultural virtual team• Behavioural skills: well-organised, able to work independently and to deliver within deadlines, high attention to detail |
| Desirable Knowledge, Skills and Experience | <ul style="list-style-type: none">• Additional languages (especially French or Portuguese)• Familiarity with social media, including analytics• Knowledge of design software• Familiarity with civil society issues |