



Call for Communications & Social Media Intern Welfare Association - Lebanon Branch

Posting Title:

INTERN – Communication Assistant (Full-Time Internship)

Duty Station

BEIRUT

Deadline

Oct 31, 2014

Posting Summary

Welfare Association's Lebanon branch (WA) wishes to take on an intern with strong knowledge and understanding of the digital media landscape, including various social media websites such as Facebook, Twitter and Instagram. In addition to social media duties the intern will be in charge of further developing and drafting our newsletter.

The intern hired for this position will need to be able to work independently and use strong critical thinking skills in order to integrate into our passionate team. The intern will also gain ample experience working in an NGO setting with many opportunities to visit project onsite and assist when necessary

About Welfare Association

The Welfare Association (WA) is an independent non-profit organization founded in 1983 with a steadfast commitment to improving the quality of life for Palestinians in the West Bank, Gaza Strip, 1948 areas in Palestine and in the Palestinian camps in Lebanon.

We run programs across four sectors, education, culture, social development and emergency and humanitarian assistance. We aim to have a positive impact on the day-to-day lives of Palestinians as they cope with the harsh realities of continued occupation and respond to national challenges.

For more information on our current programs, please visit Welfare Association's website:

<http://www.en.welfareassociation.org/>

Organizational Setting

- The duration of a WA internship is normally 6 months on a full time basis - this may be exceptionally extended for a maximum period of nine months.
- Interns are paid a stipend of \$25/working day that covers all related expense including transportation.
- WA accepts no responsibility for costs arising from accidents and/or illness incurred during an internship. Therefore, upon awarding an internship, candidates will be required to sign a statement confirming their understanding and acceptance of the conditions of service.

Responsibilities

The intern will be responsible for carrying out the following:

Assist in building and maintaining Welfare Association's public identity through everyday operations including:

- Write stories about Welfare Association's programs and activities in Lebanon
- Redesign, draft and produce Welfare Lebanon's monthly newsletter
- Visit current project sites to take high-resolution photographs and conduct interviews
- Create and monitor social media accounts on Facebook, Twitter, Instagram
- Contribute to building and maintaining media outreach and promotion via social media
- Ensure compliance with Welfare communication guidelines
- Complete any other tasks as assigned by the Programs Manager or Country Director in Lebanon

Qualifications and position requirements

Education: Graduate from a reputable university in the field of communication, media, journalism, cinema

Computer Skills: All MS applications, Adobe Suite (in particular: InDesign, Illustrator, Photoshop)

Personal skills: Great interpersonal skills, ability to work collaboratively with colleagues, ability to work independently and think creatively, strong written and oral communication skills, positive, proactive and ethical attitude.

Languages: Fluency in written and spoken English and Arabic is required.

Work Experience: Applicants are not required to have professional work experience for applying to this vacancy

How to apply?

Interested candidates are asked to send an updated CV and a letter expressing their interest and qualifications for this position to the following email:

welfareb@jwelfare.org

Due to a high volume of applications received, only shortlisted candidates will be contacted.

Deadline for applications:

31 October, 2014