

## Internship Work Plan/JD

<b>Field Office Partner</b>	World Vision Jordan
<b>Intern Supervisor</b>	MADAD's Jordan Country Lead
<b>Intern Role Title</b>	Communication Intern
<b>Internship Duration</b>	3 Months
<b>Hours Per Week</b>	40 hours per week
<b>Location</b>	Amman Jordan Possible travel to the field where activities take place (inside Jordan)
<b>Start Date</b>	July 2018
<b>Expense</b>	Interns will have all their travel and accommodation expenses covered and will receive a living allowance reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).

### Key Responsibility Tasks (8-12 points)

In Jordan, World Vision aims to contribute to the development of Syrian and Jordanian lives in host communities. This will be done through the following:

- 1- Providing better education capacities for students through remedial classes for Syrian and Jordanian children in host communities
- 2- Increasing livelihood opportunities for both Syrian refugees and vulnerable host community members
- 3- Promoting social cohesion/stability at the local level by engaging communities in planning and other governance processes through mobilising and training youth to implement community WASH projects

World Vision is looking for an enthusiastic highly-motivated, dynamic and creative individual to support the communications team to plan and deliver our communications strategy that raises awareness of our programme by:

1. Maintaining our internal systems to ensure we're engaging and inspiring our supporters and delivering change for young people.
2. Supporting in the design of visual materials like posters, roll-ups and other visibility material.
3. Attend with the project's staff relevant events and ensure proper documentation
4. Support with Digital Marketing by developing and executing social media marketing strategies on a range of platforms including Facebook, Twitter and Instagram
5. Support in conducting Researches and collecting data as requested

6. Writing and editing material for publication and press releases to share with donors and public audiences.
7. Shooting and editing photographs and video.
8. Perform any other substantive and/or administrative task that might be required.

#### **Personal Specification**

1. A 2:1 degree in the relevant qualification within the last 2 years.
2. An understanding of humanitarian and development work, as well as a commitment to the principles and values that underpin them, including the commitment to improving the lives of those in need regardless of race, political affiliation, gender or belief.
3. Awareness and knowledge of international affairs, global citizenship and social-political issues within the region.
4. Strong knowledge of web and social media operations.
5. Ambitious, driven with strong communication skills.
6. Have a keen eye for detail and ability to quickly solve problems.
7. Personal conduct, integrity and humility that commend the confidence of colleagues, external partners and stakeholders.
8. Experience in working with activists or volunteers and an interest in campaigning, advocacy and external affairs.
9. Proactivity and with the ability to use initiative to get things done.
10. Good teamwork, relational and interpersonal skills, as well as excellent writing and oral skills with the ability to adapt the communication style in order to suit different audiences.
11. Commitment to learning and fulfilling the Madad Internship Programme learning objectives.
12. Ability and willingness to travel to the field for up to 3 months and work in challenging environments (travel expenses and accommodation will be paid.).
13. IT skills proficiency, including Microsoft Word, Excel and PowerPoint.
14. Excellent interpersonal skills and the ability to adapt oral and written communication methods and styles to suit the audience

#### **Skills sets developed**

1. An understanding of World Vision's work culture and values.
2. Understanding of how digital marketing is utilized in the third sector, its impacts and disciplines.
3. Experience and knowledge of the different digital marketing approaches/ methods.
4. Experience in preparing content for web and social media for planned marketing execution.
5. Experience in working with search engine providers to maximize digital reach.
6. Understanding donor trends and best practices of digital marketing.
7. Experience in analyzing data and identifying opportunities and weaknesses.
8. Ability to manage time effectively and meet deadlines
9. Team work skills and attention to details
10. Skills in working and communicating with vulnerable people

