

Internship Work Plan/JD

Field Office Partner	Caritas Lebanon / CAFOD
Intern Supervisor	Caritas Team Beirut
Intern Role Title	Communication Intern
Internship Duration	3 Months
Hours Per Week	40 hours per week
Location	Beirut, with travel to the field (inside Lebanon)
Start Date	February – April 2019
Expense	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

CAFOD / Caritas Lebanon is looking for an enthusiastic highly-motivated, dynamic and creative individual to (1) 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 for the youth program in line with the visibility and brand guidelines
3. Attend the project relevant events and ensure proper documentation
4. Develop and execute social media marketing strategies on a range of platforms for the youth program including Facebook, Twitter and Instagram, with support from communications team, project coordinator and project manager
5. Provide formal and / or informal trainings to the youth on the best use of social media
6. Support in collecting data as requested
7. Writing and editing material for publication and press releases to share with donors and public audiences
8. Shooting and editing photographs and video.
9. Participate in the advocacy component at consortium level
10. Participate in the MADAD comms working group

Personal Specification

1. A degree in media or communication studies or other related Social Science degrees, obtained in 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. Personal conduct, integrity and humility that commend the confidence of colleagues, external partners and stakeholders.
5. Experience in working with activists or volunteers and an interest in campaigning, advocacy and external affairs.
6. Proactivity and with the ability to use initiative to get things done.
7. 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.
8. Commitment to learning and fulfilling the MADAD Internship Programme learning objectives.
9. 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.).
10. IT skills proficiency, including Microsoft Word, Excel and PowerPoint.
11. 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 CAFOD / Caritas Lebanon'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