

Position Description

Title: Intern – Communications and Social Media (SM) Management

Supervisor: Senior Technical Lead – Advocacy, Accountability and Partnerships

Department: Family Planning 2030 (FP2030)

Employment Status: Part-Time

Position Overview

FP2030 is a global partnership of governments, civil society, multilateral organizations, donors, private sector partners, and researchers committed to supporting people's right to voluntary, quality contraception. Our vision is a future where everyone, everywhere has the freedom and ability to lead healthy lives, make their own informed decisions about using contraception and having children, and participate as equals in society and its development.

FP2030 Asia and the Pacific hub is based in Kuala Lumpur, Malaysia hosted by IPPF ESEAOR office.

The Communications and social media (SM) Management Intern will support the FP2030 AP hub's Communications work with a variety of aspects including supporting national and regional communications campaigns, dissemination of work and social media management.

Essential Functions

The Communications and SM management Intern will primarily support the Communications work with potential to support other portfolios based on interest and capacity.

- Support the FP2030 AP hub's communication work in creating posts for the FP2030 LinkedIn, X (Twitter), and Facebook pages.
- Support the FP2030 AP hub's communication work by managing FP2030's social media presence.
- Assist in the creation of core communications products, such as the FP2030 AP Hub's newsletter, video projects, reports and blog posts, etc.
- Assist the AAP portfolio in conducting the "Made Possible by Family Planning" campaign through the creation of a SM posting plan and assisting creating videos, posts, images, web stories, op-eds, press releases, fact sheets, talking points, and event briefings as needed,
- Provide logistical support for FP2030 AP hub's webinars and other meetings.
- Update and maintain knowledge management aspects of the Communication portfolio
- Other duties as assigned.

Timeline

Internship program is for a period of 6 months from the first day of work. Interns are expected to work 24 hours per week from Mondays – Fridays, based on your availability. This internship can be either performed remotely and/or in office (only if the intern is based in Kuala Lumpur, Malaysia)

Compensation

FP2030 will pay a stipend of MYR 2,000/= per month to the intern.

If travel is required to facilitate the workshops or execute any agreed upon deliverables, travel logistics and costs will be organized by FP2030 separate from the stipend.

Selection Criteria

- Candidate must be enrolled in a communications related degree-granting program during the internship or must be a recent graduate (within 8 months of graduation) of a college or university.
- Passion for sexual and reproductive health and rights, especially for family planning, and/or international development.
- Familiarity with using and managing accounts and handles on LinkedIn, X (Twitter) and Facebook, and being tech savvy
- Ability to design and develop digital images and posts maintaining high standards
- Ability to work under pressure and handle stress.
- Ability to meet regular attendance/tardiness policy.
- Must have a personal laptop computer and access to the Internet.
- Ability to manage multiple tasks.
- Strong organizational, writing, and communication skills.
- Ability to take initiative and be a self-starter.
- Background in international development/global health/communications/journalism preferred.
- Must be based in Asia and the Pacific region.
- Must be available to work a maximum of 24 hours per week.

Expression of Interest

Applicants interested in this role with a demonstrable experience in outlined skill set, should provide:

- A CV describing relevant experience for this role including examples of previous work in relation to the TOR
- A cover letter expressing interest to perform the above duties
- A sample write-up done recently for an academic or a professional purpose (not more than two pages long)
- A portfolio of designs developed, and online campaigns conducted in the past (in PDF form and/or links)