



IDENTIFICATION	
JOB TITLE	COMMUNICATION INTERN
REPORTS TO	ZAMBIA COUNTRY OFFICE
PHYSICAL LOCATION	LUSAKA, ZAMBIA
PERIOD	6 MONTHS

MAIN PURPOSE OF JOB

This communications internship is a 6-month, full-time paid internship. This role requires an energetic, dedicated and detail-oriented person who can manage multiple tasks. This individual should be a team-player, willingness to learn and ability to manage multiple tasks while adapting to shifting priorities.

Depending on skillset, this individual will assist with communications tasks including, but not limited to: writing and editing, photo and video production and editing, web and social media analytics, social media content, graphic design, media relations, digital asset management, event coordination and other communications and administrative support tasks as assigned.

EDUCATION

The ideal candidate is a recent graduate (graduated within the past year) or an undergraduate/graduate student in journalism, communications, public relations, marketing, digital filmmaking, digital media, graphic design or a development-related field.

RESPONSIBILITIES

Applicants will provide support in the following areas. As no single applicant is likely to have all of the following skills, applicants with experience in at least 2-3 of these areas, and a willingness to expand their skillset should feel comfortable applying.

SOCIAL MEDIA

1. Draft and organize social media content to promote Amref Health Africa in Zambia blogs, videos and media coverage on Twitter, Facebook, LinkedIn and Instagram
2. Contribute to social media quantitative and qualitative analytics reporting.
3. Create and coordinate content for social media campaigns and observances
4. Monitor and research influencers, trending topics and tools.
5. Source content from staff around the world and at events.
6. General social media planning, research, reporting and coordination as assigned.

WRITING AND EDITING

1. Corporate bios
2. Photo captions
3. Blogs
4. Project descriptions
5. Interviewing
6. Copyediting
7. Press releases and media advisories
1. Photo, Video and Graphics:
 2. Edit and format photos and videos for social media and web
 3. Photo, video, and audio editing
 4. Photography and videography
 5. Infographics
 6. Gifs, animations, and graphics
 7. Digital asset management

MEDIA RELATIONS

1. Help compile and update media contact lists
2. Prepare media reports on assigned subjects
3. Identify and research opportunities to share Amref Zambia stories with relevant journalists and media outlets.
4. Assist with press release/media advisory writing, editing, distribution, and media outreach
5. Assist with media interview scheduling and coordination
6. Assist with scheduling and coordinating of photo/video shoots
7. Miscellaneous Communications and Administrative Support:
 8. Taking notes during meetings
 9. Create and manage PowerPoint presentations
 10. Report preparation for meetings and presentations
 11. Event planning and coordination
12. General administrative and communications support as assigned.

How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **December 30, 2022**. Only

shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a nonsmoking environment policy.