

COMMUNICATIONS & DEVELOPMENT INTERN

Want to be part of a dynamic, hard-working team making a difference in Malawi? The Art and Global Health Center Africa (ArtGlo) is looking for a highly motivated individual to serve as a Communications & Development Intern. The experience will be hands-on, in a flexible, supportive and fast-paced multicultural and collaborative environment. At Art Glo, the intern will develop skills in communications, fundraising, monitoring and evaluation, administration, documentation, events planning, and participatory and arts-based approaches.

WHY INTERN AT ARTGLO?

The mission of the Art & Global Health Center Africa (ArtGlo) is to foster creative leadership and implement innovative, arts-based, health-oriented programmes that inspire and mobilise. Our vision is to serve as an “incubator” for arts-based approaches to actionable social change, creating replicable models that challenge barriers to healthy living.

OUR PROGRAMMES

ArtGlo programmes nurture healthy, empowered, open and active communities in Malawi. Three programmes form the core of our work: MAKE ART/STOP AIDS, Students with Dreams and Umunthu. Through participatory film and theatre, MAKE ART/STOP AIDS strives to break social, cultural and structural barriers to HIV testing, treatment and care. STUDENTS WITH DREAMS is a youth leadership programme that provides college students with training, mentorship and seed funding to develop innovative projects that address pressing social issues. UMUNTHU uses the arts to catalyse reflection and discussion, providing a platform to address issues of stigma and discrimination, particularly as they relate to LGBTI communities, through the lens of “Umunthu,” a Pan-African philosophical concept of humanity often defined in the phrase, “I am because we are.”

RESPONSIBILITIES

COMMUNICATIONS

- *Manage and contribute regularly to ArtGlo’s social media networks; twitter, Instagram, Facebook, LinkedIn*
- *Write articles for ArtGlo’s publications and website, and possibly external blogs/ publications*
- *Maintain and add text, image, and video content for the website*
- *Assist with media management and relations for events and external publication*
- *Collect case studies, videos, testimonies etc. from people involved in/ benefiting from ArtGlo programs*
- *Assist with events planning and management*
- *Help design Communications materials, including brochures, invitation cards, info sheets, annual report, etc.*

DEVELOPMENT

- *Research potential partners, funders, and grant opportunities*
- *Maintain and build up fundraising database*
- *Assist with grant applications and grant reporting*

Qualifications and Skills required:

A student registered in a bachelor's in the following fields: journalism/communication studies, public relations, social science, international development

- *Excellent written communication skills, both for reporting and for general public (blogs/ newsletters/ newspapers etc.)*
- *Experience in marketing and communications would be a great advantage*
- *Experience in M&E would be an advantage*
- *Graphic design skills - working knowledge of Photoshop, Illustrator, or other design software an advantage*
- *Willingness and ability to learn new online software quickly and readily*
- *Demonstrated knowledge of social media networks and current trends*

Looking For:

- *Creative, team player with great interpersonal skills*
- *Innovative and creative thinking in problem solving and implementation*
- *Punctual and reliable*
- *Tolerant and patient attitude*
- *Self-motivated and able to take initiative*
- *Good sense of humour*
- *Commitment to the values and aims of AGHCA*

Additional Notes

Duration: *A minimum of four days per week for 6 months.*

Salary & Location: *Unpaid. We can offer a modest lunch and transport allowance.*

Location: *Based in Zomba, Malawi; with possibility of constant travel to cover ArtGlo activities.*

HOW TO APPLY

Qualified candidates should send following to applications@aghcafrica.org and write in the subject line: Communications Intern – YOUR NAME:

- **CV/Resume**, with **2 references**
- **Letter of Interest** describing what you hope to gain from the internship and any relevant experience you have had
- **Short writing sample** (no more than 1/2 page): Please submit any articles or other Communications pieces that you have produced; if none are available, please write about: 'A time you took action on a social change issue you're passionate about.'

Deadline: 9 a.m. Wednesday 24th **January, 2024**

Only short-listed candidates will be contacted.