



Internship Announcement Communications and Media Internship Promundo-US

Washington, DC
August 2017

Overview

Promundo-US, an international non-governmental organization working to promote gender equality and violence prevention, seeks a paid, part-time Communications and Media Intern to work in its Washington, DC office. This position will form part of Promundo's communications team and will report to Nina Ford, Senior Communications Associate.

About Promundo

Founded in Brazil in 1997, Promundo works to promote gender equality and create a world free from violence by engaging men and boys in partnership with women and girls. Promundo is a global consortium with members in the United States, Brazil, Portugal, and Democratic Republic of the Congo that collaborate to achieve this mission by conducting cutting-edge research that builds the knowledge base on masculinities and gender equality; developing, evaluating, and scaling up high-impact gender-transformative interventions and programs; and carrying out national and international campaigns and advocacy initiatives to prevent violence and promote gender justice. For more information, see: www.promundoglobal.org.

Internship Responsibilities

- Collaborate on social media and online visibility strategies
- Update institutional and campaign websites with resources and news
- Research/monitor/brief on relevant news outlets
- Research and collect resources on gender equality, violence prevention, sexual and reproductive health and rights, fatherhood, and more
- Edit/proofread communications and funding proposals
- Research and select communications contractors as needed
- Layout/design various publications using Adobe Design Suite
- Other tasks as assigned



Required Skills

- Excellent English writing, editing, and proofreading skills
- Strategic use and facility with social media platforms such as Twitter, Facebook, and YouTube
- Previous experience with website content management systems (such as WordPress)
- Proficiency with Adobe InDesign and Photoshop and/or desire to learn
- Strong attention to detail
- Hard worker and quick learner
- Proactive, able to handle multiple tasks and prioritize well, with strong self-motivation

Desirable Qualifications

- Basic knowledge of HTML/CSS
- Experience in video editing
- Second language skills, especially Portuguese, Spanish, or French
- Knowledge of gender, global health, international development, and/or social justice issues

Duration

- Flexible start date; mid-September 2017 preferred.
- Ability to commit to internship for 16 hours/week for three months, at least through the mid-December 2017, with potential to extend.

Compensation

- \$12.50/hour

Process

To apply, please send a 1) resume, 2) cover letter addressed to Nina Ford, and 3) writing sample no later than **August 23, 2017** to: jobs@promundoglobal.org. Please write "Communications & Media Internship" as the subject heading. Please indicate if you are legally authorized to work in the United States. Please note that only shortlisted candidates will be contacted.