



COMMUNICATIONS INTERN

Terms of Reference

ABOUT NEPAL COMMUNITERE

In response to the devastating 7.8 magnitude earthquake which struck Nepal in April 2015, the Nepali-based non-profit organisation Nepal Communitere is establishing a Resource Center and Innovation Hub in the very heart of Kathmandu. The Resource Center and Innovation Hub will be a space for individuals, communities, Nepali organizations, and I/NGOs to collaborate, innovate and create. Our long term aim is to build a model of self-sustainability, providing communities with the tools, network, and support required to promote long-term sustainable renewal.

ABOUT THE ROLE

Nepal Communitere recruits a Communications Intern for 15 hours a week for the duration of 3-6 months. The Communications Intern will support the development and implementation of Nepal Communitere's media plan (MP) and will report to the Development Coordinator. The role includes but is not limited to:

Tasks & Responsibilities

- Support the management and implementation of the MP in collaboration with the Development Coordinator and Country Director
- Write and edit content as per the MP for all communications platforms including the Nepal Communitere Website, Facebook, Twitter, Instagram, and Newsletter
- Create photo bank for communication purposes
- Film and edit videos as per the MP
- Translate content and documents from Nepali to English and vice versa as needed
- Other tasks as specified by the Development Coordinator

Qualifications & Personal Skills

- Experience in journalism, communications, or related field, ideally a final year student or graduate
- Nepali native speaker with very good written and spoken English skills
- Good interpersonal skills and cultural awareness
- Proactive and able to work independently or as part of a team
- Experience in using content management system and social media platforms (especially Facebook, Twitter, Instagram) is an advantage
- IT and computer skills

What We Offer

- A modern working environment as part of a highly motivated and international team
- Experience and on-the-job training in communications and fundraising
- Reasonable daily stipend

Contact Us

Please email your CV and covering letter to anna@communitere.org by 11th September