



## MCW's Internship Program Role Description

<b>MCW Global Affiliate:</b>	Miracle Corners Zambia		
<b>Internship Main Supervisor:</b>	Program Officer	<b>Primary Location:</b>	Kafue, Zambia
<b>Preferred Starting Month:</b>	June	<b>Internship Duration:</b>	Three months
<b>Mode of internship:</b>	<input checked="" type="checkbox"/> In-person  <input type="checkbox"/> Hybrid (both field and remote based internship) <input type="checkbox"/> Fully Remote		

### Main Purpose and Scope of the Job:

- To communicate MC-Zambia's agenda to donors and the public. Highlight MC-Zambia's profile as an advocate for vulnerable and under-served children, and women in fishing communities.
- Grow and maintain MC-Zambia's presence on social media.
- Assist in the development of communication materials, including brochures, banners, leaflets, case studies, annual reports, organizational profiles, and program publications, amongst others;
- Support in updating and developing the MC-Zambia website, including writing, editing, and proofreading content as needed, and content management.
- Ensure MC-Zambia local visibility through close media contact (press releases and conferences, lobbying).

### Role Description

#### Main Roles and Responsibilities:

- To assist in designing and editing communication materials i.e, T-shirts, banners, flyers, billboards, and brochures.
- To take the lead in organizations' social media communications i.e, Twitter, Facebook and Instagram.
- Develop a workable communication plan or a social media calendar detailing in advance what content to be posted in the week, which donors to send project info, and determine which channels to use for specific partner info.
- Run social media campaigns.



**Activities that will be conducted during “in-person” internship:**

- Run a social media campaign.
- Boost social media pages.
- Assist in the develop of a communication strategy.
- Disseminate activity information via success stories, pictures and videos.
- Assist in the design Organization Flyer/leaflet.
- Assist in any artwork to do with T-shirt and banner printing.
- Assist with organization's Annual Report.

Activity	Weekly Time allocation	Notes
Social media engagements (22.5 % of intern’ s time)	3 hours x 3 days a week (9 hrs a week)	Intern to spend at least 2 hours 3 days in a week on social media for updates, campaigns, page boosting
Document Development (37.5% interns time)	3 hours x 5 days a week (15hrs a week)	Intern to spend 3 hours daily for the development of Social media calendar, Annual report, Organization profile and communication strategy
Meetings (17% of interns time)	7 hours a week maximum	Intern will attend staff meetings, organizational update meetings, CLA meetings, community project meetings and relevant stakeholder meetings
Project/field engagements (stories, pictures, videos) (22.5% of intern’s time)	4.5 hours x 2 days a week (9 hrs a week)	Intern to accompany project leads in the field at least once weekly to capture real time videos and success stories

\* **time allocation is calculated out of 40hrs a week (8 hrs a day)**

**Qualifications and Education Requirements:**

- Must be a Young Leaders Program (YLP) Alumni (i.e. should have either attended the Fellowship or Conference).
- Must be available for the complete internship period (*June to September, 2024*).
- Must have prior relevant experience of working on community initiatives and development projects.
- Must be well-aware of MCW Global’s vision, mission and overall programs.
- A diploma/degree in Mass communication/ journalism will be an added advantage.

**Preferred Skill-set and Attitudinal Mindset for the Job:**

- Should be willing to come out of his/her comfort zone, open to taking up challenges and should have a knack to learn and grow.
- Must be clear in identifying his/her Personal Development Plan (PDP) and what does the applicant want to achieve from the internship.



- Must be open-minded to change and willing to work in a rural fishing community.

**Preferable Measurable Outcomes for both the Organization and the Intern:**

1. Number of Online campaigns and events conducted to increase awareness about MCZ-Zambia's interventions.
2. Communication Strategy developed.
3. The number of communication messages sent to donors and the public highlighting MCZ-Zambia's profile as an advocate for under-served children, women, and girls with disabilities.
4. Number of communication materials; 1 annual report, 1 organizational profile, and program publications developed.
5. Number of updates on social media sites and MC-Zambia website, including writing, editing, and proofreading content as needed, and content management.
6. Number of cultivated partnerships (individuals, international or local supporters for MC-Zambia).
7. Number of developed activities to engage and educate potential supporters about MC-Zambia's work.
8. Number of meetings attended for local visibility of MCZ-Zambia through effective participation in local events (e.g., discussions, meetings, national events).

***About Zambia, Kafue , Chanyanya rural area (Insert Country/City/Town)***

The internship will be based in Chanyanya, Kafue (a rural fishing village nestled on the lagoon of the Kafue river) 30Km away from Kafue town and 82Km away from Lusaka, Zambia's Capital city. Chanyanya has a population of 21,000 inhabitants, is connected to the National Power grid and has decent housing connected to both power and water. Miracle Corners Zambia has two offices, one in Kafue town, which is the organization's administration center for all its operations in the District, and the main office in Chanyanya, located 4 km from the Kafue River. Over 65% of MCZ's beneficiaries are targeted within the 10 villages located in Chanyanya area. Chanyanya is a chiefdom governed community with a chief and headmen based leadership who are all actively involved and kept informed with MCZ's presence and operations.

**END**