

INTERNSHIP FOR COMMUNICATION AND VISIBILITY

Location: Tirana, Albania

Application Deadline: 5 March 2020

Type of Contract: Internship

Languages Required: English, Albanian

Starting Date: 1 April 2020

Duration: 8 months

General information about Youth 4 Society association

Youth 4 Society, a nongovernmental and nonreligious association, foster youth participation of young people in civil society aiming to bring social change, development and improvement, has been active in Albania since 2008. Y4S promotes, supports and celebrates the use of nonformal education to address social issues in communities around Albania.

Y4S main target group that works with is youngsters with fewer opportunities such as: youngsters from rural areas, youngsters from minority background, youngsters who face social problems in their life etc. Some of the activities Y4S organize are: campaigns, seminars, youth exchanges, training courses, flash mobs, local actions, street actions, meetings etc.

Since 2010, Youth 4 Society has held major events all around Albania addressing a range of social issues: facilitated groundbreaking action in human rights education, inclusion, participation, citizenship, education, volunteering and sports role in supporting refugees, young girls etc.

Y4S in Albania has been working for 10 years in the field of youth inclusion and has gathered great experience and developed concrete tools on how to work on grassroots level. Y4S is proficient in campaigns on raising the public awareness on ethnic minority problems and needs and in sharing information concerning positive actions for this target group.

To assist and strengthen the work of the Y4S on Communications and Visibility, is advertising a vacancy position for a Communications and Visibility Intern. The Communications and Visibility Intern will be competitively selected for the specific needs of the relevant Y4S program needs.

Under the direct supervision of Y4S Program Manager, the Communication and Visibility Intern will provide communications support to ensure, mobility and local actions, including specific Communications/Visibility related activities are implemented. The Communications Intern will provide assistance to staff on specific communications/visibility related activities.

Duties and Responsibilities

Under the direct supervision of the Y4S Program Manager, the intern will be responsible for:

- Overall support for the planned Y4S communication activities;
- Assist in updating the social media pages and contribute in drafting content;
- Support in regular maintenance Y4S library;
- Capturing the most interesting parts of mobility actions *seminar and training for trainers* by making qualitative photos/videos;
- Doing interviews during the Seminar in April (7 days) and the Training for trainers (9 days) in May;
- Dissemination of information and publications; assistance at local events such as seminars and promotional events;
- Performs other duties as assigned by the supervisor.

Core Competencies

Communication:

- Speaks and writes clearly and effectively in English and Albanian;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match the audience;
- Demonstrates openness in sharing information and keeping people informed.

Teamwork:

- Works collaboratively with colleagues to achieve common goals;
- Places team agenda before personal agenda;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Required Skills and Experience

Applicants must meet the following requirements:

- a) be enrolled in the final academic year of a university degree in communications, social sciences or any other related field; or
- b) have graduated with a university degree (as defined above);

Work Experience

Applicants are not required to have professional work experience for applying. Preferably are encouraged to apply students of Communication Sciences, Social sciences etc.

Potential candidates will be contacted directly for further consideration.

On completion of their internship, interns are required to complete a substantive report on their assignments. This will be included in their file and will be forwarded, upon request, to the potential

hiring private and government institutions or civil society organization. Application, should include the following documents:

1. Letter of interest;
2. Updated CV in English, including residence address and mobile number.

The requested documents should be sent via e-mail, before the 5th of March 2020 to info@youth4society.org

This is not a paid position.

Please mention in the e-mail subject “Application for the Intern on Communication and Visibility position”.

Interns are associated by the same duties and obligations as staff members, and the information to which an intern has access in the course of the internship must not be disclosed to external parties. Please note that only short-listed candidates will be contacted.