



seed **madagascar**  
sustainable environment, education & development

## **Media and Communications Intern/ Officer**

### **Madagascar**

#### **About the organisation:**

SEED Madagascar is a British Charity working in partnership with communities in the south east of Madagascar. We integrate high quality community health, sustainable livelihoods, education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all of our programmatic areas. We are now looking for an early career communications and media intern to work alongside national and international staff.

#### **Position Overview**

Based in the coastal town of Fort Dauphin in the southeast of Madagascar, this internship will provide support with our media and communications tasks required to run the NGO. The successful candidate will work within both National and International staff to assist on a wide variety of tasks, from managing our social media presence, creating digital media for marketing and social media purposes and day-to-day administration tasks. The internship is predominantly office-based, however there will be some ad-hoc travel to our rural projects. The diversity of activities undertaken will provide a wide-ranging experience for a young professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development work.

This is an excellent opportunity for a new or recent graduate to gain a rounded experience of how a small NGO operates. The role is varied and there is scope for adapting any particular interests to ensuring that this is a two-way learning experience. Initially an internship for the first three months, progressing to an officer role upon passing probation, this exciting post would suit someone with some experience and a passion to learn. It will also provide essential in-country experience for anyone wishing to begin a career in international development.

**Title:** Media and Communications Intern/ Officer

**Location:** Fort Dauphin, Anosy Region, Madagascar

**Timeframe:** 12 months extendable

**Reporting to:** International Operations Manager

**Contract:** Voluntary, unpaid

## **Duties and responsibilities:**

The Media and Communications Intern/Officer will work across all departments on the following areas:

- Coordinating social media, website updates and newsletter material with staff across all departments
- Working with Project Development Officers to storyboard and develop content for projects as well as engaging and creative social media and awareness-raising campaigns
- Photographing/ filming and editing visual content that documents project activities at a national and international level
- Writing minutes for internal NGO meetings
- Establishing long-term communications and marketing strategies
- Monitoring growth across social media platforms against marketing KPIs and promotion of social media platforms, in particular, using Facebook Advertising
- Occasional travel to field sites to generate content to be used on social media and other outlets
- Building the capacity of the wider team, improving communication with teams internally and with external partners
- Developing, editing and proofreading website and blog content
- Promoting and publicising the organisation via blogs and articles on external platforms
- Creating partnerships and maintaining good public relations across out projects
- Working with the IT department to maintain and advance the organisation's website
- Ensuring distinctive and consistent brand identity across all external outputs

## **Person specification**

The successful applicant will:

- Demonstrate working knowledge of high-quality photo and video production
- Willingness to develop visual content editing skills with software including photoshop
- Be able to communicate the organisation's ethos and mission to national and international audiences through photography, videography and writing
- Have the ability and desire to build capacity and share skills across cultures, and work with teams from different backgrounds and across multiple language barriers
- Have passion, curiosity and motivation for the job and the ability to enthuse others
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard
- Have previous experience working to deadlines and project requirements
- Previous experience in marketing or promotion is desirable, either in an educational, social, or professional setting
- Demonstrate an interest in conservation and community development
- Always demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for the organisation
- Demonstrate proven ability to recognise and appropriately deal with challenging situations
- Be capable and comfortable adapting to life in a less developed country with sometimes basic living conditions
- Demonstrate an awareness of, and comfort with, increased social and professional responsibility, working always with cultural sensitivity and respect.

- Ideally have previous experience living, working or travelling in a developing country, though this is not essential
- Be fluent in English to a high standard. Basic working knowledge of French is desirable though not essential
- Be able to financially support themselves throughout this post

**Practicalities:**

The successful candidate will need to have their own laptop computer (non-tablet).

**Application procedure:**

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on [lisa@seedmadagascar.org](mailto:lisa@seedmadagascar.org)

Applications will be reviewed on an ongoing basis until the position is filled. Long-listed applicants will have an initial informal skype chat with Madagascar-based staff. Short-listed applicants will then be offered a face-to-face interview with the London team, including the Managing Director, Mark Jacobs, in person.