seed madagascar
sustainable environment, education & development

Communications Assistant Intern

Remote based

Position Overview

This is an exciting and unique internship opportunity supporting SEED Madagascar's media and communications output, with a particular focus on taking ownership of Stitch Sainte Luce's social media presence. This position will focus on social media management support, storytelling, visual content design, and image selection and arrangement. It is ideal for a motivated individual interested in learning new skills and gaining practical experience within the communications team of an international development and conservation organisation.

About the organisation

SEED Madagascar is a British Charity working in partnership with communities in the southeast of Madagascar. We integrate high quality community health, livelihoods, education infrastructure and conservation programmes to support sustainable change and add to international best practice through research and publication across all of our programmatic areas.

Location: Remote
Timeframe: 6 months extendable
Hours: 2 days per week with flexible scheduling. Most of the working hours should overlap with EAT/CET business hours to ensure smooth collaboration with the team
Contract: Voluntary, unsalaried
Reporting to: Media and Communications Officer

Duties and responsibilities

1. Support the planning and drafting of platform-specific content for SEED Madagascar's social media accounts, following briefs and guidance from the Media and Communications Officer.
2. Create engaging visual content using Canva, including graphics, and short-form videos, ensuring all content adheres to SEED's brand guidelines.
3. Take full ownership of Stitch Sainte Luce's Instagram and Facebook accounts, independently planning, creating, and publishing engaging content that showcase its products, drive traffic to its Etsy shop, and encourage newsletter sign-ups.
4. Support the development and maintenance of SEED's social media content calendar, helping ensure content is delivered accurately and on schedule.
5. Monitor social media performance against agreed communications KPIs, compiling monthly updates on engagement, reach, audience growth, and other relevant metrics.
6. Support the management and arrangement of SEED's image drive, suggesting images that are appropriate for use in our online output from a bank of photographs.

7. Gain a detailed understanding of all of SEED's programmes.
8. Any other tasks the Media and Communications Coordinator deems necessary within the broad remit of this role.

Qualifications

- Hold or be studying towards an undergraduate or postgraduate degree in or relating to media and communications, international development, or have comparable field experience.
- Have experience managing social media accounts.
- Have experience writing high-level copy, appropriate for varying audiences.
- Proven high standard of written and verbal communication and editing skills.
- Proven experience in following clear instructions and staying in keeping with brand guidelines and expectations, sometimes in sensitive circumstances.
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for the organisation at all times.
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard.
- Ability to work well under pressure to meet targets and deadlines.
- Proactive, creative and resourceful.
- Experience of both collaborative team and independent working.
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint.
- Proficiency in the use of the visual design platform Canva.
- Be able to financially support themselves for the duration of their internship as there is no stipend.

Application process:

Interested applicants should send a CV and covering letter in English outlining how their skills and experience match the requirements in the role description and detailing why they wish to be considered for this post to Neeraja Jyothikumar by email on neeraja.j@seedmadagascar.org.

Please note: AI generated cover letters and recruitment exercises will not be processed.

Application deadline: Applications will be reviewed on an ongoing basis

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.