

JOB DESCRIPTION

Position Title	: Communication Intern (CI)
Location	: Hanoi with occasional travel to the field
Length of the contract	: 6 months
Salary range	: Not applicable
Line manager	: Deputy Director
Working relations	: Management Board, Project Coordinator, Project officers
Supervises	: Not applicable

I. JOB SUMMARY

Position overview:

Overall, the position of **Communication Intern (CI)** shall support to Communication assistant to design the communication materials and developing communication products. The CI will assist the CDI's staff in implementing communication plans, developing communication events and campaign, and updating CDI's communication channels and publications.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Update of CDI's communication channels and publications

- Update CDI's communication channels, including *website, Facebook, news publications, and other media channels*
 - Website: www.cd vietnam.org: Update at least 2 posts/ week, both in English and Vietnamese; review the out-of-date content on the website; follow up with the project team after the events to get inputs for the posts
 - CDI Fanpage: update every week
- Support the program teams in developing CDI's communications materials, from conception to production and dissemination including design, translation, and printing
- Coordinate with other staff to collect and prepare inputs for communications materials (articles, stories, reports, newsletters, and other publications)
- Support to develop content and design CDI's annual report 2023

2. Support to the Program team

- Ensure regular updates of program/project activities on CDI's channels
- Support the project team to plan for communication campaigns and key events and prepare media packages
- Collect inputs and support the program team in advocacy, campaigns and project-level activities, e.g. communication channels, key messages, etc. to enhance the impacts of each activity and CDI work
- Generate press releases on major events and outputs



- Press briefings/meetings/conferences/interviews are well organized
- Provide photography and video shooting, collecting news from internal and external events

3. Partnership and Networking

- Actively engage media and public in CDI's program's activities and impacts
- Develop a data bank of relevant journalists/media agencies

4. Other duties

- Other duties or responsibilities as agreed with the Management.

III. REQUIREMENTS

1. Values and Behavior

- Agree and commit to CDI's core values
- Promotes and support organizational culture, growth, performance, and image;
- Actively supports the organization's commitment to the core values and policies;

2. Qualification & experiences

- Records of media engagement and/or campaign organization would be an advantage
- Experience in website/ social media development and management

3. Language

- Good written and verbal communication in both Vietnamese and English

4. Core Competency

- Be able to use online tools for teamwork: Trello, Google calendar
- A creative mindset that can translate conceptual ideas into products, events
- Good skill in graphic designing, movie editing, Photography, or filming is an advantage

5. Others

Working with People:

- Respect for the views and contributions of other team members;
- Build team spirit and reconcile conflict; be able to work independently and with the team.

Communicating Effectively:

- Be proactive in communicating and keep the needs of the receiver in mind in particularly internal and external stakeholders and clients;
- Follows up on communications;

Drive for Results:

- An energetic self-starter with resilience, fast pace, and interpersonal skills;
- Ability to work under pressure and with flexible time
- Be responsible and strong attention to detail