

## Job Announcement

<b>Position</b>	Communication and Media Programme Internship
<b>Location</b>	Flexible
<b>Internship Duration</b>	6 months, starting 30 August 2021
<b>Remuneration</b>	A modest stipend of USD 450 a month
<b>Closing date</b>	18 August 2021, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	Between 30 August – 3 September 2021

### About the Organisation:

The Asian Forum for Human Rights and Development (FORUM-ASIA) is a membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.

At present, it has 81 member organisations across 23 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.

FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups and peoples—in particular, the poor, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights.

FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.

### Summary of the Programme:

The Communication and Media (CM) Programme works on internal and external communications to maximise FORUM-ASIA's organisational outreach to its members, partners and external audiences, through traditional and social media strategies, publications and other communication tools. The primary role of the Programme is to create a larger constituency for human rights issues in Asia.

### Roles and Responsibilities:

- Assist in content development for and updating FORUM-ASIA's website (Wordpress) and social media channels, including Facebook, Twitter, Instagram, YouTube and LinkedIn;
- Assist in content development, design and release of FORUM-ASIA's monthly e-newsletter through MailChimp;
- Assist in developing the message, content and design for FORUM-ASIA's outreach campaigns and publications (Canva and WeVideo are available tools), creating engaging visual assets (posts, quote cards, GIFs, etc) in alignment with FORUM-ASIA's brand guidelines;
- Support in producing media analyses, including insights on social media trends and news coverage;
- Assist in the organisation and livestreaming of online events;
- Assist in the organisation's rebranding exercise and 30<sup>th</sup> Anniversary commemoration;
- Support the strengthening of FORUM-ASIA's internal and external communication strategies and tools;
- Support in media relations and assist in maintaining the organisation's media database;
- Assist in the Programme's administrative work/basic documentation/compilation;
- Attend meetings/trainings/events outside of the Secretariat; and
- Any other tasks according to personal capacity and programme needs.

#### **Qualifications and requirements**

- Bachelor's degree or advanced degree in journalism, communications, multimedia/digital/social media, or other relevant fields;
- Familiar with or experience in communication tools for graphic design and content development, photo and video editing, website management, and online audience engagement;
- Familiar with or experience in producing visual content for various social media platforms, including Instagram and Facebook stories;
- Some practical knowledge about international human rights standards, mechanisms and practices;
- Strong interest in human rights issues in the Asian region;
- Some experience in organising or planning campaigns an asset;
- Strong analytical skills;
- Embrace creativity and innovation;
- Good level of written and spoken English;
- Ability to multi-task, solve problems, and work in a multicultural team; and
- Ability to work under pressure and meet team deadlines.

#### **Application Procedures**

Interested applicants must submit the following:

- Completed [Internship Application Form](#);
- A resume and cover letter (both in pdf files) explaining why you are interested in the position.

Complete applications should be sent to FORUM-ASIA at [internship@forum-asia.org](mailto:internship@forum-asia.org) before **18 August 2021**, midnight Bangkok Time (UTC+7), with subject: Application for Communication and Media Internship. Late applications will not be considered.