

JOB DESCRIPTION

Position	Communication Intern
Program	All programs
Organization	Helen Keller International
Report to	Country Director
Cooperate with	Program and administrative/ finance staff
Supervisee	NA
Location	Hanoi with frequent travel to the field
Contract	6 month internship
Period	Tentatively from early August 2015

ORGANIZATION AND PROGRAM DESCRIPTION:

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs based on evidence and research in vision, health and nutrition.

JOB SUMMARY:

This position is an internship opportunity for undergraduate in their junior or senior year, recent college graduates, or graduate level students with an interest in communication activities.

KEY RESPONSIBILITIES

- Brain storm creative ideas to promote HKI's programs. Organize discussions (with HKI staff as well as HKI's partners) to finalize the realistic ideas. Assist in developing communication plan for project activities
- Work with communication agencies on designing communication materials (posters, leaflets...), training materials, BCC tools, publications (reports, bulletins...), high quality videos (including shooting, audio engineering, lighting and editing),... to promote the project activities
- Support the distribution of such products via multiple channels including website, social media, partner website, etc.
- Act as primary production resource for all phases of all communication products
- The Communication Intern will be expected to actively participate in project events where applicable.
- Reporting on progress with agreed frequency and format to the Country Director will be required
- Other tasks as required.

REQUIREMENTS:

- Experience with all phases of creating high quality video, motion graphics or other multimedia products
- Proven ability to create high quality digital video and animated infographics
- Knowledge of digital cameras, audio and lighting principles
- Experience with digital editing, motion-graphics software, graphic design software and knowledge of digital video compression and rendering standards
- Working experience in development sector, especially NGOs and community groups is preferred;
- Understanding of and sensitivity to poverty-related development and gender issues;
- Good knowledge of spoken and written English;
- Ability to work in a team environment and independently without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Able and willing to travel within Vietnam

HKI OFFERS:

- Internship allowance.
- Project-related travel costs covered according to project procedures.
- Good opportunities for growth and professional development.

Please send Application Letter & CV to Ms. Hue at tranhue@hki.org (copy Pham Kim Ngoc at pngoc@hki.org) by 3rd July 2015. Only short-listed candidates will be contacted for interview. Application will not be returned.