**Communications & Social Media Intern**

**Hours/week:** 8- 14 hours per week, flexible scheduling

**Reports to:**  Program Manager

**Location:**  HaSharon 4, South Tel Aviv

**\*Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance**

**Organization and Program Background:** **Organization and Program Background:** The African Refugee Development Center is a grassroots, community-based non-profit organization that was founded in 2004 by African asylum-seekers and Israelis in order to protect, assist, and empower asylum-seekers in Israel. It has evolved over time to fit the ever-changing needs of the community, from its start as a shelter when asylum-seekers began arriving, to legal aid and rights empowerment, to language courses, and now, our biggest program is the Higher Education and Economic Inclusion program.

The purpose of the Education & economic inclusion program is to provide African refugees and asylum seekers access to opportunities to acquire educational, personal and professional skills and knowledge, which will help contribute to their social and economic development, and the ability to live life in line with their aspirations. Through the provision of support and guidance, outreach, grants and scholarships, non-accredited and accredited courses, The ARDC aims to widen and facilitate access to education. This creates a path for upward social and economic mobility and enables the process of integration and inclusion in the labor market.

In particular, the ARDC supports refugee and asylum seeker adults by providing access to educational programs, either through programs run at ARDC or educational institutions. Our programs including Language Courses, Pre-Academic Courses (such as GED & TOEFL), Individual assistance applying to university or other institutions/scholarships, professional development workshops & assistance, and skills-based courses (such as coding). We also support students through the ARDC Tutoring Program.

The Communications & Social Media Intern plays a significant role in contributing content for our social media platforms, blogs, website, brochures, yearly reports, and more.

**Scope of Position:** The Communications & Social Media Intern will work closely with the entire ARDC team to find new original content to write on the ARDC social media platforms and website and creating various advocacy materials, such as posters and brochures,. The Communications Interns will be required to interview asylum seekers and other volunteers, and to transform the data we have to a relevant content.. They must have a pulse on the good things happening within the community, and be able to independently pursue those stories. When relevant, they will also help with our engagement with local and international press. The work combines updating about out ongoing activities with creating unique posts and articles about relevant issues, and can involve writing, photographing, graphic design and more.

**Main Responsibilities:**

* Attend at least one day of Reception (a Sunday or Wednesday) per week (flexible)
* Write content for social media and website
* Creation of promotional materials
* Developing a media strategy as a key component of every new program

**Skills, Knowledge, Abilities:**

* Comfortable working with refugees and asylum seekers from a variety of backgrounds, including those with limited formal education and/or literacy skills
* Fluent English is mandatory, Hebrew is an advantage, Arabic is an advantage
* Excellent writing skills are a must
* Photography skills are an advantage
* Ability to work both independently and as part of a team
* Responsible, flexible, and dedicated
* Self motivated, and deadline oriented

**Please complete this** [**Volunteer Form**](https://docs.google.com/forms/d/e/1FAIpQLSdWp5ryW_b6f1b6dbiJFj30esxBY0pRLYvK-JCoUkHPujI2lg/viewform?entry.111424911&entry.1574129228&entry.1533706021&entry.530680246&entry.1143484277&entry.1523055713&entry.302101286&entry.2039872333)**, including your resume. For questions, please email info@ardc-israel.org**