DIGITAL OPPORTUNITY TRUST - JOB DESCRIPTION

Communication Intern

OFFICE: Working from home with weekly meetings in Beirut
REPORTS TO: Country Director

Organization:
Digital Opportunity Trust (DOT www.lebanon.dotrust.org) is a Local NGO, member of the DOT networks in countries throughout Africa, the Middle East, Asia and the Americas.

DOT is an innovator in enabling people to access and apply information and communications technologies (ICT) to create education, economic and entrepreneurial opportunities. DOT’s vision is to make these opportunities available to marginalized people, especially women and youth, as a strategy to eradicate poverty, vulnerability and gender inequality. DOT’s signature entrepreneurship programs, ReachUp! And StartUp!, integrate ICT, life skills, and micro-enterprise development and are delivered in a cost-effective manner, using university graduates to train and build capacity of youth in their communities. DOT transforms and supports young women and men, as they become leaders of economic and education change in their societies.

Title: Communication Intern

Summary:
DOT is seeking a Communication intern to support project reporting, preparation of project products, and coordination of media events.

Essential functions include [but are not limited to]:

Main duties and responsibilities:
1. Help in the contribution of the planning and development of the DOT PR and communication efforts
2. Draft and issue press releases, case stories, information notes, and written materials for media, internal and external reports, and communication platform (website, Facebook, etc.,)
3. Work with DOT staff to identify communication opportunities, plan for communication events, and write up success stories and other public relation materials.
4. Assist in developing movies from the field.
5. Collect photos and create a photo database.
6. Responsible for the Selection of photos that would reflect the positive impact among beneficiaries.
7. Other Tasks related to DOT projects’ outreach and communication efforts.

Qualifications and Requirements:

- Some experience in communication, marketing or journalism.
- Preferred knowledge of communication software packages and office publishing tools (Microsoft Office, Photoshop...).
- Excellent writing skills
- Knowledge of communication strategies
- A Good capacity for analysis, communication and information management
- Commitment to creating positive environmental, social and cultural change
- Excellent interpersonal skills and ability to work as part of a team
- Ability to take initiatives and be flexible and adaptable in a changing environment
- Full proficiency in spoken and written Arabic and English required and will be tested

Application and contact details:

Interested interns are requested to submit their resumes to Lebanon@dotrust.org. To ensure the timely review of your credentials, please insert “Communication Intern” in the subject line of the email. Only candidates who are being invited for an interview will be contacted.