



FAMILY FRONTIERS

Persatuan Kebajikan Sokongan Keluarga Selangor & KL (PPM-011-10-24072020)

Association of Family Support & Welfare Selangor & KL (Family Frontiers)

📍 Unit 909, Block F, Pusat Dagangan Phileo Damansara 1, Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor
✉ info@familyfrontiers.org

Terms of Reference Social Media and Communications Intern

Organisation Background

The Association of Family Support & Welfare Selangor & KL (Family Frontiers) is a registered not-for-profit entity that was established with the aim of advancing, promoting and strengthening the family unit so that no family is left behind. It acts as an umbrella body for the Foreign Spouses Support Group, that supports and advocates for the rights of foreign spouses married to Malaysian citizens and mobilises action for the Malaysian Campaign for Equal Citizenship.

Details

Job Title	Social Media & Communications Intern
Work Mode & Location	• Three (3) days work from home, two (2) days in the office per week • Petaling Jaya
Reports to	Communications & Advocacy Coordinator
Employment Type	Part-time: Three (3) days a week / 24 hours per week
Period	The Social Media & Communications Intern will commit to a three (3)-month part-time initial contract, with the possibility of extension subject to performance review, mutual agreement, and organisational needs. <i>*To start in August 2026</i>

Duties and Responsibilities

The Social Media & Communications Intern will play a crucial role in supporting Family Frontiers' outreach efforts, particularly in the areas of social media and multimedia advocacy.

1. Collaborate with the team to plan and execute engaging social media campaigns for the organisation's social media platforms. This includes developing a comprehensive communications strategy, designing posts, and ensuring timely uploads.
2. Identify and establish collaborations with partners and stakeholders to effectively implement social media campaigns that align with Family Frontiers' objectives.
3. Analyse social media analytics to gain insights and contribute to expanding the

organisation's reach and impact.

4. Provide support in the development of press releases and feature articles, highlighting events, initiatives, and the lived experiences of individuals associated with Family Frontiers.
5. Curate and design advocacy materials such as policy briefs, factsheets, and reports, ensuring they effectively communicate key messages and support the organisation's advocacy efforts.
6. Assist in the coordination of outreach events, including webinars, focus group discussions, consultations, and briefings, to facilitate meaningful engagement with target audiences.

The above list is not exhaustive, and the Social Media & Communications Intern may be required to undertake additional tasks as assigned by the organisation.

Requirements

- Strong commitment to feminist and human rights principles and alignment with Family Frontiers' vision and mission.
- Demonstrated knowledge of gender equality and a willingness to develop expertise in the field.
- Currently pursuing at least the second year of a Bachelor's degree, or enrolled in a Master's programme, in media and communications, social sciences, journalism, or a related field.
- Able to work independently to execute and complete tasks.
- Excellent written and verbal communication skills in both English and Bahasa Malaysia.
- Familiarity in major social media platforms and their functionalities.
- Proficiency in ICT tools, including social media platforms, design software (such as Canva), and basic photo, audio, and video editing and production.
- Familiarity with online shared platforms like Google Suite and experience with meeting tools such as Zoom or Google Meet is preferred.
- Experience in communications, digital marketing, or social media marketing roles would be an asset.
- Familiarity with WordPress is a plus.

Duration and Allowance

The Social Media & Communications Intern will commit to working **part-time (three (3) days a week/ 24 hours per week) for RM800 per month**

The initial period of the internship will be for **three (3) months from August 2026 - October 2026**. There is a possibility of contract extension or transitioning into a different role based on performance and mutual agreement.

How to Apply

Interested applicants for the role should write to **sarah@familyfrontiers.org** and **bina.r@familyfrontiers.org** with the following supporting documents:

1. CV (with at least 2 references)
2. Cover letter
3. Portfolio (if available) OR at least two (2) samples of writing and designed materials

Please email the documents with the subject line “**Application for Social Media & Communications Intern**” by **12 July 2026**. Applications are assessed on a rolling basis. Only shortlisted candidates will be contacted.

For more information, reach out to us at admin@familyfrontiers.org.

Join Family Frontiers in the advocacy for gender-equal citizenship laws and family-friendly immigration policies!