

Communication & Outreach Intern Terms of Reference
with possibility of hiring

ABOUT ESD ALBANIA

ESD Albania is a small, growing Tirana-based non-profit. Our mission is to establish Empowerment Self-Defense as a key violence prevention strategy for individuals and marginalized communities to interrupt, respond to, and heal from violence. Programs include training Empowerment Self-Defense Instructors to teach in communities.

Core Beliefs

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • All people benefit from and deserve access to learning Empowerment Self-Defense to protect themselves and others from violence. | <ul style="list-style-type: none"> • Empowerment Self-Defense skills enable people of all backgrounds and abilities to live bolder, freer and healthier lives | <ul style="list-style-type: none"> • Knowing how to assert clear personal boundaries enables people to be more effective and more successful in their lives and relationships. |
|---|--|---|

Issue Areas Include

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • Crime & Safety • Women's Empowerment | <ul style="list-style-type: none"> • Human Rights & Civil Liberties • Sexual Abuse & Human Trafficking | <ul style="list-style-type: none"> • Survivorship • Education |
|---|--|---|

ESD Albania's Intern Program works to ensure meaningful projects and collaboration for interns. Each intern will have one or more specific projects that will require research, writing, media engagement, and working with staff and partners. For example: *please create ESD Albania's Wikipedia page*. Or, *please update the LinkedIn page, research themes and groups to follow, design and implement that outreach*. Interns are a part of a cohort where you learn together, explore ideas, and provide feedback to ESD Albania. Interns will participate in our local, national and regional work.

Time & Money: Interns will work either ten or twenty hours a week and are eligible for a stipend at the end of their internships. Interns will be paid a symbolic monthly stipend which will be decided mutually, for those who worked 20/hrs wk or more, assuming satisfactory performance. Internships are 3 months long. Internship may be renewed. Interns will need to agree to a background check.

TASKS OF THE INTERN

1. Write, produce and disseminate ESD Albania's success stories to all ESD Albania social media platforms
2. Update the media database (printed, online, television and radio).
3. Develop ideas to engage ESD Albania's social media followers via interactive games and quizzes.
4. Update photo documentation database of ESD Albania initiatives.
5. Undertake other tasks and activities as requested

EXPECTED OUTPUTS / DELIVERABLES

The intern is expected to support the smooth running of the organisation's communication functions.

EXPECTED OUTCOMES

The internship provides an opportunity for the intern to gain experience working in a non-profit organization and provide the intern with the opportunity to learn about violence prevention through ESD. The intern can gain knowledge about the work environment and work ethics as well as skills in planning, management, coordination and administration skills.

Qualities & Qualifications

- Must be at least 18 years old.
- English level requirements: fluent.
- Ability to independently write and proofread text in English.
- Self-starter initiative to launch, design and complete tasks in a timely manner.
- Good communication skills
- Experience in graphic design and publishing tools (Canva, Facebook Creator) would be an asset.
- Creative problem solving and a drive to build better more effective programs with little supervision.
- Dedication to grassroots change and conducting effective advocacy campaigns.
- Strong work ethic with a high degree of energy.
- Must have a computer and reliable internet connection for video meetings.
- Be based in Tirana.

Our Differences Make Us Stronger: Our team celebrates multiple approaches and points of view and does not discriminate on the basis of, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, or disability.

To Apply: Send a cover letter and resume, all in **one** pdf file to esdalbania@gmail.com **before October 28nd at 15:00 CET**. The file should be named **ESD Albania Intern [Lastname]**. For example: Europe Intern Hoxha. If the document is not in pdf, or named according to the instructions, it will not be opened.