CALL FOR INTERNSHIP

Safe Space & Membership Intern

Position: Safe Space & Membership Intern
Number of Positions: 1
Duty Station: Addis Ababa, Ethiopia
Duration: 7 Month
Application Deadline: 29/10/2026

About YWCA Ethiopia

The Young Women's Christian Association (YWCA) Ethiopia is a membership-based, volunteer-driven national organization affiliated with the World YWCA, a global movement operating in more than 120 countries to advance women's rights, leadership, and social justice.

Established in 1962 and re-established in 2000 as a registered local non-governmental organization (NGO), YWCA Ethiopia works to promote gender equality, youth leadership, economic empowerment, and social inclusion. The organization also advocates for girls' access to quality education, sexual and reproductive health and rights (SRHR), climate justice, and meaningful youth engagement in national development processes.

About the Internship

YWCA Ethiopia is inviting qualified, motivated, and committed young professionals to apply for an internship opportunity supporting both the day-to-day management of Safe Spaces and membership engagement activities.

The intern will contribute to creating safe, inclusive, and supportive environments for participants while also supporting YWCA Ethiopia's efforts to strengthen membership, youth engagement, volunteerism, and participation in the organization.

The intern will work closely with relevant YWCA Ethiopia staff and contribute to activities including Safe Space coordination, awareness and engagement activities, membership outreach, documentation, and communication with members and participants.

Key Responsibilities

1. Safe Space Management

The intern will:

- Support the daily management and smooth functioning of assigned Safe Space activities.
- Help organize awareness, life-skills, psychosocial, recreational, and other participant-centered activities.

- Provide basic psychological first aid and supportive communication within the limits of their training.
- Identify concerns and facilitate appropriate referrals to specialized services when necessary.
- Maintain confidentiality and follow safeguarding and protection procedures.
- Maintain attendance, activity, referral, and other required records.
- Promote a welcoming, safe, inclusive, and respectful environment for all participants.
- Support monitoring, reporting, documentation, and visibility of Safe Space activities.
- Coordinate with project staff and relevant service providers as required.

2. Membership & Youth Engagement

The intern will:

- Support YWCA Ethiopia's membership recruitment and engagement activities.
- Reach out to young people and introduce them to YWCA Ethiopia, its values, programs, and opportunities.
- Support membership registration, database updates, communication, and follow-up.
- Assist in organizing membership, youth, and volunteer engagement activities.
- Encourage active participation of members in YWCA programs and activities.
- Support communication with members and prospective members through appropriate channels.
- Help maintain accurate membership records and documentation.
- Contribute creative ideas and initiatives to strengthen YWCA Ethiopia's membership network and youth participation.

Required Qualifications

Applicants should meet the following criteria:

- Bachelor's degree (BA/BSc) in Psychology, Social Work, Counseling, Public Health, Nursing, Medicine, Community Development, Sociology, Youth Development, or a related field.
- Basic knowledge of psychosocial support, safeguarding, and/or community engagement principles.
- Good communication and interpersonal skills.
- Ability to work respectfully with vulnerable individuals and maintain confidentiality.
- Strong interest in youth engagement, women's empowerment, volunteerism, and community development.
- Ability to organize activities and maintain basic records and reports.
- Ability to work independently and as part of a team.
- Proactive, responsible, and willing to learn.
- Previous volunteer, internship, membership engagement, or community-based experience is an advantage.

Key Competencies

The successful intern should demonstrate:

- Communication and interpersonal skills
- Community and youth engagement
- Teamwork and coordination
- Confidentiality and safeguarding awareness
- Organization and record keeping
- Empathy and respectful communication
- Initiative and willingness to learn

What the Intern Will Gain

The internship will provide an opportunity to gain practical experience in:

- Safe Space management and participant engagement
- Youth and membership engagement
- Community-based programming
- Safeguarding and referral mechanisms
- Volunteer and member coordination
- Documentation, reporting, and activity coordination
- Working within a national women- and youth-focused organization

How to Apply

Interested and qualified candidates should submit:

1. Updated CV
2. Copy of academic credentials
3. Short application letter explaining their interest in the internship and relevant experience

Applications should be submitted to applicationywca@gmail.com

Email Subject: Safe Space and Membership Internship Application

Only shortlisted candidates will be contacted.

Join YWCA Ethiopia

If you are passionate about youth engagement, women's empowerment, safe and inclusive spaces, and community service, we encourage you to apply and become part of the YWCA Ethiopia movement.

YWCA Ethiopia – She Leads She Changes