**Design and Communication Intern**

**Location:** Interns can choose between remote or on-site work based on their preference, with location not affecting compensation

**Duration:** 2 months

**Application Deadline:** September 11, 2023 at 17.00 Jakarta time

**About Us:**

NAM CSSTC is an intergovernmental organization dedicated to bolstering the capacities of NAM member and non-member countries in achieving sustainable human development and effective global participation. Through workshops, training, internships, and networking, NAM CSSTC facilitates resource and skill exchange among developing nations. Established in 1995 by Indonesia and Brunei Darussalam, it operates from Jakarta, Indonesia, reporting to the NAM Coordinating Bureau. Its vision is to be a premier resource hub and dialogue platform, while its mission involves responsive technical cooperation programs in sectors like agriculture, energy, health, education, and technology. The organization embodies values of solidarity, mutual benefit, diversity respect, and partnership for development. For more information, visit the official website at [www.csstc.org](http://www.csstc.org), showcasing our commitment to nurturing talent and fostering a dynamic learning environment.

**Position Overview:**

The design and communication internship provides a holistic learning journey encompassing graphic design, marketing, and PR. Tasks span from crafting branding assets and researching target audiences to aiding internet campaigns and collaborating with experts. Active participation in brainstorming sessions and portfolio development hones creativity, problem-solving, teamwork, and communication abilities. Prospective candidates should possess pertinent education, software adeptness (e.g., Microsoft Office 365, Canva), and a demonstrative portfolio.

**Key Responsibilities:**

* Assist in creating and delivering visual and written communication products for organizations or projects.
* Contribute to the development of visual communication items such as presentations, infographics, and flyers using tools like Canva or Microsoft Office 365.
* Support media and communication campaigns by drafting press releases, newsletters, and web content.
* Conduct research on relevant topics and target audiences.
* Assist in managing communication channels using tools like Thunderbird.
* Collaborate with team members to ensure consistency in messaging.
* Provide administrative support for communication activities and events.
* Gain skills in visual design, writing, research, communication, collaboration, and organizational management through these tasks.

**Qualifications:**

* Proficiency in tools like Canva and Microsoft Office 365.
* Ability to design context-appropriate communication products.
* Demonstrated effective presentation creation skills.
* Knowledgeable in colour theory, typography, and layout principles; applying them for engaging visual content.
* Familiarity with media practices and strong content writing skills.
* Evidence of successful campaign participation.
* Conducting research using surveys, interviews, and various sources; skill in analysing and synthesizing findings.
* Effective communication channel management using tools like Thunderbird.
* Collaboration for messaging consistency through teamwork, diversity appreciation, and adherence to guidelines.

**Benefits:**

* Practical experience gained through real international project involvement.
* Mentorship from experienced professionals in international development.
* Exposure to stakeholders in government, higher education, international organizations, and the private sector involved in South-South cooperation.
* Compensation aligned with local regulations.
* Internship offers a unique opportunity for skill development and networking.

*Note: No future permanent employment opportunities available, irrespective of performance.*

**Application Process:**

If you’re interested, please complete the Application Form using the provided link: <https://forms.office.com/r/68LDQs3nGE> Kindly note that applications sent via email will not receive a response. The application deadline is September 11, 2023, at 17:00 Jakarta time.