

**JOB TITLE: INTERN**

**REPORTS TO: ACTIVISM COORDINATOR & COMMUNICATIONS OFFICER**

**INTERNSHIP PERIOD: 3 – 6 MONTHS (IDEAL DURATION: 6 MONTHS)**

**LOCATION: PETALING JAYA, SELANGOR**

**APPLICATION PERIOD: 5 MAY– 21 MAY 2023**

**ALLOWANCE: RM550/month**

**COMMENCEMENT DATE: IMMEDIATELY**

## **REQUIREMENTS**

- The ideal internship period is 6 months (3 months minimum)
- The ideal candidate has a demonstrated interest in human rights and social justice with a willingness to learn and develop that interest further
- The ideal candidate has prior experience in community engagement, basic graphic designing (using Canva or other designing software), and/or volunteer management
- The ideal candidate is able to navigate multiple deadlines, eager to learn, able to work well in a team, and flexible in their approach
- Applicants must be at least 18 years of age or older.
- Fluency in English and Bahasa Malaysia is required. Proficiency also in Mandarin, or Tamil is preferred.

## **INTERNSHIP ARRANGEMENTS:**

- Interns will be paid a stipend of RM550 per month.
- Interns work 10AM - 6PM, Monday - Friday
  - Interns will sometimes be required to work on weekends and out of those hours if there are key meetings or events to attend (with replacement time off granted)
- Interns will be required to work from the AIM office (unless there is a prior agreement made with their supervisor to work from home on specific days)

## **ROLES & RESPONSIBILITIES**

**Specific tasks and workplans will be developed with the supervisor, but general roles include but are not limited to the following:**

- Support in the implementation of campaign activities (i.e. development of communication materials; organising of events; support with logistics, etc)
- Support in outreach to Amnesty supporters, updating of database, and other related actions
- Support in the development of human rights education materials, and other communication outputs
- Support in media monitoring, analysis and archiving
- Support in the tracking & monitoring of AIM's press coverage, social media reach & physical campaigning actions

**Please submit your resume, cover letter and three references to [amnesty@amnesty.my](mailto:amnesty@amnesty.my) by 21<sup>st</sup> May 2023. Applications will be considered on a rolling basis. Please use 'APPLICATION FOR INTERNSHIP' as your e-mail Subject.**