



**Careers  
on the Grow**



## Communications Intern (Online Resources and Social Media)

**Organization:** Cooperation Canada

**Supervisor:** Program Officer - Digna

**Format and location:** Remote, online

**Term:** 4 weeks, summer term, August 2022

Cooperation Canada is Canada's national coalition of international development and humanitarian organizations working to achieve sustainable human development. Our members come from across Canada and represent the wide diversity of actors in our sector, from faith-based and secular non-governmental organizations (NGOs) to labour unions, cooperatives, and professional associations. Cooperation Canada seeks to end global poverty and to promote social justice and human dignity for all. We play a critical role in ensuring that Canadian international cooperation organizations work in a catalytic and strategic way to create and enhance the conditions for ambitious Canadian investments in global development cooperation. Learn more about Cooperation Canada at [www.cooperation.ca](http://www.cooperation.ca). Cooperation Canada hosts Digna, the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (PSEA) and the Humanitarian Response Network (HRN).

Digna and HRN are offering an internship position to students to support communications activities for their websites and social media platforms. The student participating in this internship position will be involved in professional projects, assignments, and activities during the tenure with assigned staff. This internship position is available for the summer term (a maximum of 4 weeks). The intern will work from home and will be responsible for managing their own time.

Under the supervision of the Digna Program officer, the intern will update the Digna and HRN websites with available resources to prevent sexual exploitation and abuse and strengthen humanitarian action through dialogue and learning.

### Responsibilities

- Support Digna's program officer developing a communication strategy to increase the Program's number of users and followers and develop visual resources
- Manage Digna and HRN's communication platforms, including Twitter, Facebook, and LinkedIn
- Update the websites with available resources including, but not limited to:
  - Existing program documents
  - Resources developed by member organizations
  - Training opportunities
  - External resources including blogs, toolkits, campaigns, posters, videos, etc.
- Compile the resources in a structured and organized way

### Skills

- Knowledge of digital tools, including basic website platforms (WordPress and Canva)
- Attention to detail



**Careers  
on the Grow**



- Excellent organizational and time management skills
- Demonstrated ability to be self-motivated and work independently with a high degree of professionalism, to achieve objectives, as well as work collaboratively within a team
- Familiarity with development and humanitarian issues
- Fluency in English and French an asset