



April 2018

### **Summer Intern Position: Project Assistant**

The World Association for Christian Communication (WACC) is an international non-governmental organization that promotes communication as a basic human right, essential to people's dignity and community. WACC advocates full access to information and communication, and promotes open and diverse media. See more at: <http://waccglobal.org/>

WACC is seeking one summer intern to work for eight weeks in the period 4th June to 27 July 2018.

#### **Project Assistant**

***Fixed-term contract: 8 weeks, 30 hrs per week***

***Start date: 4 June 2018***

***Salary: \$14/hr***

Over the past 18 months, WACC staff has been working to develop a framework to integrate information and communication issues into the implementation of the Sustainable Development Goals (SDGs). In this context, the Project Assistant will support the WACC Programme team in a variety of tasks related to possible new WACC projects supporting communication rights and sustainable development. The Project Assistant will also play a key role in conducting research and synthesising findings to inform the work of the WACC Programme team.

**Tasks:** Under the supervision of WACC's Communication for Social Change Programme Manager and WACC's General Secretary/Editor in Chief, the Project Assistant will be responsible for:

- Coordinating the production of 10 short videos produced by WACC project partners in the Global South about the impact of increased access to communication platforms and information at a grassroots level, especially in relation to development goals (production and editing would be done by WACC partners, but the Project Assistant would have to ensure the SDGs framework is integrated into the scripts);
- Mapping WACC's small project partnerships over the past 5-10 years according to theme, location, and local partner capacity;
- Communicating with select WACC partners to help the WACC programme team in its learning processes about the impact of WACC-funded projects;
- Supporting the programme manager in identifying new partnership opportunities;

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- Carrying out literature reviews for new project proposals;
- Contributing to the formulation of project log frames and evaluation tools for WACC projects; and
- Supporting the WACC Editor-in-Chief in the editing and digital publication/dissemination process for WACC's Media Development journal.

### **Skills and knowledge**

1. Strong research and organizational skills
2. Ability to write clearly and succinctly
3. Ability to work creatively and independently
4. Knowledge of visual tools (Adobe, Photoshop)
5. Familiarity with the Sustainable Development Goals (SDGs)
6. Familiarity with the notion of media and communication for social change
7. Knowledge of French and /or Spanish an asset.

### **Location and Working Conditions**

Applicants must be no more than 30 years of age and registered as full time students during the preceding academic year and intending to return to full-time education during the next academic year.

This Summer Intern position is based in Toronto at the WACC offices, situated at the corner of Danforth Avenue and Main Street, directly opposite the TTC Main Street Subway Station.

The intern will join an office team of 8 full-time staff. WACC staff are multi-lingual, multi-ethnic and multi-faith. WACC practices a flexible working hour day with core hours being between 10:00 am and 4:00 pm. The offices are modern and designed to enable a supportive working environment. WACC hosts a small specialized research library with a focus on communication rights.

**Deadline for applications: Sunday 13 May 2018**

**Interviews will be scheduled to take place during the week of May 21, 2018. A written test may be required on the day of the interview.**

**Please submit a cover letter, CV, and writing sample to [wacc@waccglobal.org](mailto:wacc@waccglobal.org)**