

Internship JOB DESCRIPTION / REQUEST

RoleTitle:	Digital Content Intern		
Department	Communications	Timeframe for role (approx) eg. short term/long term:	Short-term
Day(s) per Week required:	1-2 days per week	Weeks / Months required:	3 months
Start Date:	May 2021	Reports To:	Website Content Coordinator

Overview

Médecins Sans Frontières Australia has a new and exciting opportunity for an Intern to join our Digital Communications Team. Interns will gain valuable, hands-on experience and contribute in a very meaningful way to our team's humanitarian mission.

Main tasks and responsibilities

- Edit and upload content to the MSFA website
- Write and build new website content to meet strategic website goals
- Assist in refining and optimising existing website content
- Select and/or create engaging images and videos from content in the MSF media database
- Assist in website data collection and reporting

Skills to be gained or refined during internship

- Digital content creation
- SEO processes and implementation
- Reporting and data collection

Essential Skills

- Excellent English writing skills
- Experience using web CMS and basic CSS/HTML knowledge
- Comfortable using design software such as Photoshop or Canva
- Attention to detail

Desirable Skills

- A passion for visual communication and crafting engaging stories
- Experience using web CMS
- Experience using Google analytics
- Willingness to work in a dynamic team
- Creativity!

Benefits of the role to the volunteer and for the organisation

- Refine website writing skills
- Gain experience in SEO implementation and user journey optimisation
- Develop technical skills and learn new professional skills
- Assist and support the MSF Sydney Office
- Work in a dynamic and friendly environment, a thriving culture and for a great cause!

To Apply:

Please send your CV and cover letter addressing selection criteria to officerecruitment@sydney.msf.org

Applications Close 9th May 2021