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Digital and Social Media Officer – Internship

West Africa Centre for Counter-Extremism (WACCE) is looking for a Digital and Social Media Officer for internship for a period of between 3 to 6 months in its Accra office. WACCE is an independent, not-for-profit independent regional organization focused on security and counter-terrorism research and outreach in West Africa. WACCE's works are intended at uncovering the underpinnings of radicalization and violent extremism to serve as effective contribution to State and Regional counter terrorism policy and strategy. Our vision is to serve as the most credible and leading security research organization on West Africa.

The Digital and Social Media Officer will be responsible for managing and creating content for WACCE and the organization's website. The ideal candidate should have expertise in using a variety of social media platforms, for example but not limited to Facebook, Twitter, LinkedIn, YouTube and Instagram as well as the ability to design appropriate images, infographs, designing videos, etc. This role is suitable for a recent graduate or student who is already in an academic environment and will be interested in acquiring new relevant knowledge and experience relating to security in Africa.

Primary Responsibilities

The Digital and Social Media intern is expected to contribute to enhance WACCE's online content, positively represent the organization and contribute in various ways to enhance its positive image globally. Primary responsibilities for this role include the following:

- Produce innovative and engaging digital communications content to positively impact upon WACCE's vision
- Designing appropriate images, infographs, texts, production of videos, and any other content appropriate for effectively and fittingly representing and communicating WACCE.
- Support the development and maintenance of our website, liaising with colleagues to ensure that website content is up to date and relevant
- Lead in the design and delivery of specific digital media content and evaluation of digital media campaigns
- Monitor use and produce reports on our digital media and provide recommendations for improvement

General Responsibilities

- Keep up-to-date with the latest digital communication news and innovation, proofread and edit publications produced by colleagues across the organization, ensuring messaging is in line with WACCE's brand
- Provide admin support and attend meetings and events where necessary and when required

- Prepare reports and give presentations where necessary and when required
- Meet with your line manager on a regular basis, to review progress towards agreed objectives and provide verbal and written reports as required.
- Help promote the vision, mission, values and social impact of WACCE at all times
- Undertake any other duties as requested from time to time

Personal Profile

	Essential	Desirable
Qualifications	Recent graduate. Working towards a degree or equivalent	Digital Marketing / Marketing, Journalism, Media and Communications, political science, Sociology, Social Media, Advertising and Branding degree or equivalent Knowledge
Knowledge	An understanding of marketing, social media platforms and digital tools, website management.	Knowledge of national, local and international issues regarding peace, security and development
Abilities/Skills/Competencies	Excellent written and verbal communication and presentation skills for a range of audiences. Excellent organisational skills as well as the ability to prioritize and meet deadlines.	Excellent organisational skills as well as the ability to prioritise and meet deadlines. Design skills (Photoshop and InDesign). Video editing skills. Copywriting and copy editing skills.
Experience	Experience of managing and developing social media accounts (Twitter, Facebook, LinkedIn and Instagram). Experience of working or volunteering.	Experience of producing and maintaining website content.
Personal Attributes	Demonstrate drive, commitment and focus to produce work of the highest standard. Ambition to play an active part in a growing team and the ability to work independently. A flexible attitude to work and a willingness to learn. The ability to travel to different settings across the county	Excellent attention to detail. Excellent, professional and diplomatic communication skills and a willingness to work flexibly and in team. Excellent writing skills.

Remuneration



This role is unpaid. WACCE shall do everything possible to provide adequate guidance and support necessary to ensure a convenient and exciting working experience and mutually valuable relationship.

Working Hours and Internship Duration

The intern is expected to work in Accra. He/she is expected to work with the supervision of an assigned WACCE staff and will be required to work a minimum of 40 hours a week. This role is for an initial period of three (3) months and is renewable upon mutual agreement by both parties.

How to Apply

If you meet the above requirements, please send in your CV (maximum 2 pages), Cover Letter (2 pages maximum) to info@wacce.org and copy mmmuqthar@wacce.org by Friday August 04, 2018.