

Communications Intern – World Toilet Organisation

Position title: Communications Intern

Reports to: Communications manager

Location: World Toilet Organisation, Singapore

Duration: Minimum commitment of 3 months, preferably 6 months.

Role function: Support in communication around key campaigns and events including World Toilet Day, World Toilet Summit, the Urgent Run, as well as ongoing communications activity for World Toilet Organisation's (WTO) projects and programs.

Main duties and responsibilities:

- Assist in the development of content including: newsletter updates, news posts, media releases and social media content.
- Respond to media enquiries and requests for information from other stakeholders.
- Support with media relations and manage media contact lists.
- Coordinate with partners and sponsors as needed.
- Media monitoring, develop media coverage reports and campaign reports.
- Research statistics and reports relevant to WTO's activities for inclusion in various communication materials.
- May include supporting social media community management.
- Other tasks may be assigned according to needs within the organisation.

Requirements:

- Degree or diploma in media, communications or marketing, or equivalent work experience.
- Excellent written and verbal communication skills. Strong writing and editing skills.
- Passion for development and social issues, some knowledge about sanitation preferred.
- Team player that thrives in a fast-paced, collaborative, and entrepreneurial environment.
- Solutions focused and flexible with a can do attitude.
- Proficiency in MS Office suite, and use of social media platforms, design skills a plus.

How to apply:

To apply, please submit your CV along with an email addressing your experience and skills, and why you want to take on an internship with World Toilet Organisation to hr@worldtoilet.org with the subject line: Communications Intern.