

Job: EAA 2023 Internship Programme – Digital

Interning at Education Above All (EAA) is not your typical internship. It is about being part of a team that's determined to transform the world through education.

If you share this and strongly believe you can contribute - then join us for this challenging and enriching experience.

Programme Purpose

If you are looking to experience in the fields of communication, international development, or education, an internship at Education Above All could be the ideal start for you.

Through its 2023 Internship Programme, Education Above All is offering the following four immersive learning opportunities for post-secondary graduates from Doha-based universities:

- Media Relations Internship
- Digital Internship
- Content Production Internship
- Forward Planning Internship

Our next Digital Internship begins in **February 2023** and will run for 8 to 10 weeks, depending on EAA's needs and the candidate's availability.

The internship is full-time. Interns work five days per week under the supervision of a staff member in the directorate to which they are assigned. The candidate will be expected to work in-person.

The objective of the internship is to give you a first-hand experience through contributing to EAA's day-to-day work flow. You will be working directly with outstanding and inspiring professionals at EAA and will be exposed to a variety of projects, events, and discussions.

Key Activities include but are not limited to:

- Assisting in maintaining EAA's digital media calendar and digital media requests to ensure content is accurate, suitable for the channels and aligned with key messages
- Drafting and editing written content as required
- Some editing of visuals may be required, such as cropping images or trimming videos to fit digital platforms
- Posting pre-approved content to EAA social media as scheduled and when required outside office hours

- Daily monitoring and engagement of and on digital media accounts for mentions of EAA, comments, our hashtags, DMs, mentions of attacks on Education by mainstream media, relevant content to repost to our followers
- Reviewing and actioning recommended digital media posts / reposts
- Coordinating appropriate responses for quote tweets, reposts etc. with digital lead
- Following up on relevant digital media content in progress
- Propose and implement creative content and engagement ideas
- Supporting digital media team for our events as required
- Supporting digital planning, working with youth advocates, EAA programmes, attending and coordinating deliverables and following up with the Digital and PR agency as required
- Assist in gathering digital media analytics and benchmarks and assisting with digital media paid promotions

Required Skills and Competencies

- English fluency
- Fluency in Arabic or a second language desirable
- Strong academic record
- Excellent analytical, research, writing and communication skills and experience
- Up-to-date knowledge and understanding of trends, tools, and developments in the digital ecosphere and social media platforms
- Proficiency in Microsoft Office Suite especially Word, Excel, and PowerPoint, Google Docs, and Adobe Acrobat
- Must be a self-starter, committed, responsible, highly organised and detail-oriented
- Proactive, resourceful, and humble with a willingness and desire to learn
- Ability to multi-task and work independently and as part of a team
- Professional conduct at all times and adherence to schedules as agreed with their supervisor and as reflected in weekly timesheets

General Information

- **Preferred starting date:** February 2023
- **Preferred length of internship:** 8 to 10 weeks
- **Work timings:** planned from Sunday - Thursday between 08:30 AM to 03:30 PM in line with the needs of the section and the candidate's availability.

Job: EAA 2023 Internship Programme – Content

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- Digital Internship
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- Forward Planning Internship

Our next Content Production Internship begins in **February 2023** and will run for 8 to 10 weeks, depending on EAA's needs and the candidate's availability.

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Key Activities include but are not limited to:

- Contribute to discussions on communication strategy, branding and content development
- Review social media content – provide suggestions and feedback for engagement
- Provide insight on engaging content from a youth perspective
- Participate in the planning, development, writing and filming and editing of video for social media, campaigns, or events
- Assist with categorization of digital assets – including uploading content, adding keywords and descriptions
- Review website provide suggestions for improvements on content

- Upload, and edit content on the website
- Attend meetings with various EAA programmes and projects
- Work in collaboration with fellow Communications interns

Required Skills and Competencies

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General Information

- **Preferred starting date:** February 2023
- **Preferred length of internship:** 8 to 10 weeks
- **Preferred time commitment:** At least 20 to 30 hours per week
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Job: EAA 2023 Internship Programme – Media

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- Forward Planning Internship

Our next Media Relations Internship begins in **February 2023** and will run for 8 to 10 weeks, depending on EAA's needs and the candidate's availability.

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Key Activities include but are not limited to:

- Assist in media mapping for potential press outreach
- Assist in drafting press invitations to events
- Assist in drafting media collateral such as press releases and statements
- Assist with daily media monitoring and dissemination
- Identifying new publications/ social media channels relevant to the work of EAA
- Provide creative ideas on how to maximise media impact
- Support the Media Comms team in event logistics and organisation when appropriate
- Keep across the news agenda and identify opportunities for leverage
- Attend meetings with various EAA programmes and projects

- Provide input on youth engagement with the media
- Work in collaboration with fellow Communications interns

Required Skills and Competencies

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Job: EAA 2023 Internship Programme – Forward Planning

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Key Activities include but are not limited to:

- Assist with keeping the forward planning calendar up to date
- Attend meetings with various EAA programmes and projects and assist with note taking
- Assist the Forward Planning team with event logistics and events
- Contribute creative, youth-focused ideas to maximize coverage when relevant
- Work in collaboration with fellow Communications interns
- Keep across news agenda to identify opportunities for leverage

Required Skills and Competencies

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