TAI Tanzania | Job Description

Position	Multimedia and Journalism Intern
Report to	Director of HR and Communications
Duration	Three months (3 Days in a week)
Time	09:00 am – 05:00 pm
Position Description	Are you a journalism or communications graduate/student interested in using your skills to support the creation of vibrant, healthy communities? We are recruiting an intern to write news stories/multimedia stories. This volunteer internship is a great opportunity to produce external communications and work on the ground on community development issues. We hope to uncover stories not always reported upon by the mainstream media as well as provide a portal for neighborhood news and events to better inform our stakeholders.

Duties and responsibilities

1. Producing documentaries
   - Work together with every term to produce a TAI Tanzania Documentary.
   - Cooperate with Jali team to make a "The potential of Tanzanian girls" Documentary film
2. Gathering of stories and current updates
   - Work closely with project team to collect all the updates about the projects for weekly publication
   - Gather current issues and stories in the areas of youth empowerment and girls' reproductive health and TAI related focus areas
   - Create a media house database for every media house we work with
3. Preparing weekly multimedia content for all social media and website
   - Make a monthly multimedia content plan
   - Provide social medial manager with weekly content for social media
   - Record all major activities and fun activities in form of video for a weekly YouTube content
   - Take well composed pictures for Facebook and Instagram newsfeed
4. Publication of news and press releases
   - Prepare press release for every event, project launch, or any major activity in the organization.
   - Write or collect one article that is about the issues that TAI deal with for the blog
   - Use the website TAI blog to put articles on a weekly basis,

Qualifications

Specific requirements include:

- Bachelor degree in Mass communication, IT, Journalism, or any related field.
- Strong background of Adobe programs (Photoshop/InDesign/Illustrator)
- Ability to use professional video editing software (Premier Pro or Final cut)
- Strong social media understanding
- Self-motivated and confident in making sound business decisions
- Ability to work effectively in collaboration with diverse groups of people
- Proficiency with Microsoft Word, Excel, PowerPoint
- Understanding content management in platforms like WordPress and Wix
- Work creatively with limited resources
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Key performance indicators

Element	Delivered Number
Documentaries production	2 in three months
Blog article	1 every week
1 minute update video	1 every week
Pictures	5 every week
Newsletter	1 every month
Press release	1 every month
Media presence	1 every moth

Working conditions

You will be provided with a camera for video recording and pictures, you must have your own laptop for editing and writing.

This is a volunteering internship position, for that case an intern must be able to finance his/her own transport to work and lunch. TAI Tanzania will finance all work related expenses that will be needed to fulfill the organization interests.

Direct reports

Director of Communications and HR

About TAI

TAI – Aspiring for change and growth is a youth led organization with a mission to empower young people to be socially responsible leaders through practical involvement, capacity building and policy advocacy in Tanzania. We believe that education is the powerful tool that can help young people fulfill their potentials. TAI was founded in 2012 and got registered 2013 (Reg: ooNGO/00006583).

Our mission

To empower youth in Tanzania by creating awareness, capacity building and practical engagement.

Our vision

A society where youth are responsible leaders in sustainable development

Our values

Integrity
Transparency and Accountability
Sustainability
Equality