

Social Media Assistant Intern

Paid Internship - Full time

Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by Emilie Palamy Pradichit, with the vision to build a movement of **Equal Human Beings** ∞ #WeAreManushyan ∞ Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the center of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

∞ Our Thematic Focus ∞

1. **Digital Rights:** We work towards the promotion and protection of online freedom of expression and online privacy.
2. **Business & Human Rights / Climate Justice:** We're committed to put People & Planet over Profit!
3. **United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Resourcing Human Rights Defenders:** We provide subgrants to marginalized communities affected by unfair policies and facing the most adverse impacts of business conducts.

∞ **How does change happen?** Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

Our Social Media:

Website: <https://www.manushyafoundation.org/>

Facebook: <https://www.facebook.com/ManushyaFdn/>

Twitter: <https://twitter.com/ManushyaFdn>

LinkedIn: <https://www.linkedin.com/company/manushyafoundation/>

Youtube: <https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXREg>

Our Internship Programme

The Manushya Foundation offers an opportunity for interns to develop a unique experience in supporting local communities and in improving the human rights situation on the ground. We are a small NGO, with the advantages and constraints attached. Every staff member plays an important role and carries responsibilities. Dedication is key as it greatly impacts the work of the organization. It is therefore necessary to embrace the vision and goals of the organization and fully commit to its success.

1) Description of Duties & Responsibilities

Under the supervision of the Executive Director and the Feminist Social Media Strategist, the Social Media Assistant Intern would be working remotely, with regular in-person meetings with supervisors if the intern is based in Bangkok, Thailand. The Social Media Assistant Intern would primarily be responsible for supporting the work of Manushya Foundation in relation to overseeing all social media accounts – Facebook, Instagram, LinkedIn and Twitter, as well as publishing dashboards (such as Buffer). Create and manage social media content along with the team. Review analytics to assess success and recommend improvements for Manushya Foundation's social media. Develop strategies to increase followership and engagement.

● **Social Media Tasks :**

- Draft , schedule and post content on social media.
- Update posts to include relevant keywords for search engine optimization.
- Engage with followers on Manushya social media comment/ messages section.
- Stay up to date with the latest social media best practices and technologies
- Help prepare a report for content evaluation on bi-weekly basis.

● **Content Creation :** Develop and write content for Manushya's social media.

● **Admin support:** Liaise with content creators to assign them work, ensure payments and maintain good relationship. Support the logistics and admin related to workshops and meetings, when required.

● Assist in any other relevant tasks as assigned by the supervisor.

2) Profile needed

- Degree in Mass Communications , Journalism or related fields is a plus.
- A strong experience in managing social media is a plus.
- Familiarity with social media platforms (Facebook, Instagram, Twitter, LinkedIn)
- Passionate about feminism, democracy, human rights, equality and social justice issues.
- Interest in international human rights mechanisms and the United Nations system.
- Good command of oral and written English.
- Growth mindset, initiative-taking, and the ability to work in a multicultural environment;
- Good command of Canva, SLACK and Click-up to foster good internal project management and communication.

3) Internship conditions

The internship is full time and paid for a period of six months.

4) How to apply?

To apply for this role, please send your

- CV
- *Writing portfolio is a plus.*
- *Cover Letter*
- *Essay writing on the topic (Choose only 1 topic) :*
- *What is feminism ? (350 words max)*
- *How can we help improve Thai's society to be more democratic ? (350 words max)*

Good Luck! :)

Contact : sarah@manushyafoundation.org, Feminist Social Media Strategist

Deadline is 30 November 2022.