



<u>Internship Position Information</u>	
Internship Position Title	PR & Communication Assistant on Gender Program Intern
Country	Vietnam
Location	Tra Vinh
Sector	Education and Social works/ Social media
Host Organization	Tra Vinh University - Department of Gender and Community
Position Description	<ul style="list-style-type: none">• Build and find sources of document support to enhance soft skills for women and female students• Assist in the design and development of questionnaire content, synthesis of surveys on gender and ethnicity activities• Design communications materials for Gender and Community Department website and social media• Support to write articles for news pages in English on websites and Facebook of the Gender and Community Department• Write proposal development on small projects to support girls' access to education• Connecting funding sources (if possible)• Other duties as required
Qualifications	<ul style="list-style-type: none">• Bachelor's degree in Gender Studies/ certificate of participation in social work/ communications or related field• Have experiences join in activities related to projects• Strong research, interpersonal skills and desire to understand more about Vietnamese culture.• Team work skills• Creativity, actively at work and working hard; have excellent ability on writing, editing news or script• Problem solving and analytical skill• Proficient in Microsoft office.