



REPUBLIC OF LIBERIA



MILLENNIUM CHALLENGE ACCOUNT

2nd & 3rd Floors, F & F Building

63 United Nations Drive, Coconut Plantation, Mamba Point

Monrovia. Liberia

Tel: +231 7701 44444 / 0888 828 988; Email: info@mca.gov.lr

COMMUNICATIONS INTERNSHIP

Reports to: Director of Communications

The Millennium Challenge Account Liberia seeks a dynamic, self-starter to support the Communications Director, in collaboration with the Chief Executive Officer, Deputy Chief Executive Officer and other Sector Directors, for the planning and implementation of Stakeholder engagement and public consultation.

RESPONSIBILITIES

- Support the development and design of communications tools and materials, including news articles, blog posts, promotional materials and press releases
- Assist in promoting MCA key activities and achievements
- Designing flyers, graphics, invites and other communications material for major events
- Social media management (Facebook, Twitter and other social mediums)
- Working as part of our Communications team and supporting staff in planning of events
- Assist in planning, writing and managing monthly updates
- Support the Communications Director and Sector Directors to issue timely bulletins to Stakeholders and target groups furnishing them with information about the program.
- Provide creative input to maintain the MCA website, ensure it is continuously updated, and provide contents and designs that are fresh, contemporary and engaging;
- Capture photos and videos at official events and project activities
- Support the development of the MCA's media library;
- Support the Director of Communications in preparation of presentations for CEO, DCEO and Sector Directors for public speaking engagements.
- Organize and edit media clips and reports
- Support the day-to-day activities in the MCA Liberia office
- Support the other communications tasks as needed.

QUALIFICATIONS AND EXPERIENCE

- Excellent interpersonal, verbal and written communications
- Thorough understanding of social media (Facebook, Twitter, YouTube, etc.)
- Strong computer skills with interest and ability to learn new software
- Motivated and energetic self-starter who takes initiative
- Ability to multi-task and balance multiple projects and priorities simultaneously
- Enthusiasm to learn and develop new skills within the role
- Graphic design, video production or digital photography skills is preferred

- Full computer skills in use of email, MS Office Suite, and the Internet is required.
- Proficiency in Adobe Photoshop, InDesign or similar software is a plus.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multitask and meet deadlines
- Excellent written and verbal communication skills in English
- Applicants are encouraged to provide samples of their work.

EDUCATION

Applicants must be enrolled in a university degree program or recent graduates of Communications, development studies, public relations, journalism or related fields.

LOCATION

MCA Liberia office, Coconut Plantation, Mamba Point, Liberia.

DURATION OF ASSIGNMENT

Four days per week, a total of 28 hours per week. Possible work may be required on weekends/evenings for special projects. A commitment of six months is required, with option to extend to longer period.

COMPENSATION

Interns do not receive any remuneration. Interns are responsible for all costs of taking up the internship (health insurance, accommodations, travel). However, a monthly stipend will be paid.

How to Apply

1. Check the www.mca.gov.lr, www.emansion.gov.lr and the www.ppcc.gov.lr websites for details of the internship description.
2. Only email applications will be accepted
3. Please address your Letter of Application (signed), CV, copy of degree (s), and all Supporting documents in portable document format (PDF) to the following address below and submit via email to jobs@mca.gov.lr no later than **midnight on Friday, July 20, 2018** :

**Human Resource Manager
Millennium Challenge Account Liberia
F & F Building, 2nd & 3rd Floors
UN Drive, Coconut Plantation
Monrovia, Liberia**

4. Please indicate position title in your email subject line
5. Please use this order to name your file attachments: First name_Last name followed by document, e.g. *Richard_Scotland Application or Richard_ScotlandCV or Richard_ScotlandDegree.*

Closing date is 20th July 2018