

## TOR intern for the communication/audiovisual unit at NCLW

### Intern for the communication/audiovisual unit

**Working area: NCLW Baabda/ Hazmieh road/ Blom bank Building facing Toyota Company**

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### About NCLW

The **National Commission for Lebanese Women (NCLW)** is an official institution affiliated to the Presidency of the Council of Ministers. NCLW was established in 1998 to promote women's rights in the Lebanese society and enhance gen-der mainstreaming in public institutions.

NCLW is the key actor who initiated the establishment and adoption of the ten years "National Strategy for Women in Lebanon (2011- 2021)" that aims to empower women and insure gender equality in the social, political, economic and legal spheres.

Since its inception, NCLW has developed strong partnerships with local, regional and international organizations, and became a key contributor to the Lebanese government and Parliament in regard to women and gender issues.

NCLW carries out various projects to improve the status of women, and to establish equal opportunities for men and women in Lebanon.

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### Internship for the communication/audiovisual unit tasks Description

#### Internship PURPOSE

Interns assist NCLW several missions related to the Women's rights and gender component of its 2019 work plan. The internship is under the supervision of NCLW Secretary General, administrative director and in coordination with NCLW consultant on projects development as well as NCLW projects coordinator and NCLW media officer.

NCLW is seeking a talented and creative visual short film maker to help producing videos, and or animations/ infographics for NCLW programs and campaigns.

#### Key ROLES AND RESPONSIBILITIES

The "intern for the communication/audiovisual unit" will be asked to:

- Identify potential stories to create content.
- Use NCLW pictures and videos archives to propose stories.
- Assist in all aspects of production including, shooting, editing and graphic animation.
- Assist in populating NCLW social media tools; (Facebook, Twitter, Instagram, You Tube, the NCLW Website and WhatsApp)
- Assist in creating content for social media, website and broadcast, quickly producing and editing online content.

- Organize and log footage, edit, and compress for various sources (Whatsapp application, Instagram, Facebook and twitter).
- Perform any other duties as required by the NCLW programs and campaigns;

### Qualifications, Skills and Competencies

- Education in Media, Film making, journalism, marketing, audiovisual, advertising, or a related field from a well-known university.
- Interest in public broadcasting, infographics and short movies/animations and documentaries production.
- Interns with previous professional experience in issues related to women rights, gender, advocacy and public policies are encouraged to apply.
- A commitment to human rights, gender equality and women rights.
- Excellent analytical, inter-personal and audiovisual and written communication skills;
- Experienced in producing infographics and short movies.
- Be an enthusiastic team-player and have a demonstrated capacity to work cooperatively in a team;
- Fluency in written and spoken Arabic and English and French is a plus;
- Good command of MS Office applications and other computer programs, adobe;
- Strong Command of social Media tools;
- Flexible pro-active attitude

### Internship Modalities

- The start date of the internship to be mutually agreed upon. Preferably in July to September 2019.
- The usual duration of the internship is 1 to 2 months, with the possibility of extension. Upon agreement, a part time internship might be decided.
- Interns are not paid.
- Transportation will be covered.

### Submission guidelines

Please send CV and Motivation letter including availability to start to the e-mail below ONLY short listed intern candidates will be contacted. ([info@nclw.org.lb](mailto:info@nclw.org.lb));

Please mention clearly that you are applying for “intern for the communication/audiovisual unit” at NCLW in your email subject.