



CAWN

central america women's network
promoting women's rights and gender equality

www.cawn.org

Role Description

Volunteer role:	Communications and Research Internship
Estimated duration of role:	3-6 months
Estimated time:	2 days p/w
Hours:	Core hours are 10am – 5pm, but times can be negotiated.

About CAWN:

The Central America Women's Network (CAWN) is a London based organisation that supports, publicises and learns from the struggles of women in Central America in the defence of their rights. CAWN works to increase awareness in the United Kingdom and Europe of violations of women's human rights in Central America and supports the work of women's organisations in the region. For its campaigns, CAWN produces a regular e-bulletin, organises conferences and speaker tours, and carries out research on women's rights in Central America. For further information about CAWN, please visit our website www.cawn.org

Areas covered by the role:

CAWN is offering this internship opportunity to an enthusiastic and motivated individual prepared to gain experience and become involved in all aspects of a women's international organisation. The Research and Communications Intern will be expected to support the organisation in administrating the research and communication's side of work, both at national and international levels. Attendance to occasional evenings and/or weekend meetings will be required.

Research and Dissemination – 30%

- Conduct research tasks, which may include literature review on gender equality, trafficking and labour exploitation.
- Compile information and map networks and organisations working on issues related to CAWN's work.
- Contribute short articles (up to 1,500 words) to CAWN's e-bulletins.
- Assist in the coordination, editing and translation of CAWN's publications.

Communication and Administration – 70%

- Respond to information requests from the general public.
- Manage and maintain database for media, supporters and general contacts.
- Assist in the dissemination/publicity of events, publications and ongoing advocacy activities.
- Develop and maintain the content of CAWN's website and social media tools.
- Assist in the preparation of meetings/events.
- Assist in minute taking and maintenance of filing system.
- Any other related work to the above



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Skills and experience

It is expected that the person will have the following:

- Background in gender and development
- Some knowledge of Latin American and/or Southern African regions.
- Media and communications experience
- Good research and writing skills
- Good communication and administrative skills
- Ability to work independently as part of a small team
- Computer and social media literate (Microsoft Office package, Dreamweaver, Facebook, Twitter, YouTube and WordPress)
- Fluency in both English and Spanish, spoken and written.

Expenses

- Interns can claim back expenses for food and travel to and from CAWN's office, up to £10.00 per day unless otherwise agreed.
- We regret that no other expenses will be paid without prior agreement of the line manager and completed documentation.
- A receipt for transport must be provided in order to claim back your expenses.

Please, submit CV, cover letter and equal opportunities form by 13th February to campaigns@cawn.org. Only shortlisted candidates will be contacted. Interviews will be held on Friday 17th February.