



<https://mpac-ng.org/job/mpac-internship/>

## Intern

### Description

At MPAC, we want to provide challenging opportunities for talented students (undergraduate and graduate levels) to expand their knowledge and benefit from invaluable on-the-job experience in a progressive Public service organisation.

Our internship programme is less structured than in the private sector thereby giving you more flexibility to work according to your needs and as part of a strong team. There are opportunities to gain knowledge and experience in fundraising, policy, communications and advocacy, events, administration and research.

Internship placements at MPAC are normally a block of several weeks or months and it may be possible to get part-time voluntary work during that time.

### Responsibilities

- Media monitoring
  - Draft and track professional, relevant content across Facebook and Twitter
  - Create content to populate social media calendar and schedule content.
  - Track mentions of MPAC in the media
  - Track, organise and share relevant stories and online resources with staff
- Monitor and research ongoing legislation
  - Send internal updates/memos to staff on new cosponsors, upcoming hearings
- Update and maintain events database
- Participate in MPAC Engage! Campaign
- Provide note taking and agenda development support
- Draft informational memos on breaking developments and policy issues
- Accompany staff to official meetings
- Provide events planning and implementation support
- Support the planning of MPAC Events

### Qualifications

- University degree/HND or currently enrolled in school
- Critical writing and research skills
- Strategic social media manager
- Knowledge of basic Microsoft software
- A can-do attitude and ability to multitask
- Dependable time-management skills
- Ability to work 25 hours per week, including remotely
- Excellent communication skills

### Experience

- Graphic design skills

### Employment Type

Intern

### Duration of Employment

2-4 months and can be renewed based on performance and need.

### Industry

Public Service

### Job Location

21, Salvation Road, Opebi, 100281, Ikeja, Lagos

### Working Hours

25-30 hours per week

### Date Posted

October 14, 2019

### Valid through

November 15, 2019

### Instruction

Please upload a **Resume** and **Cover Letter** telling us why you should be selected for the internship programme.

**The cover letter should be the 1st page of your resume and not more than 150 words.**

- General WordPress design knowledge
- Experience with advocacy or community service works
- Campaign experience