<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Communication and Documentation Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARTNER(S):</strong></td>
<td>LDMPCU</td>
</tr>
<tr>
<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong></td>
<td>Nepal, Chapagaun, Lalitpur</td>
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<tr>
<td><strong>CONTRACT DURATION:</strong></td>
<td>12 weeks</td>
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**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

LDMPCU is a district level milk producers’ cooperative union that provides financial and professional development services to dairy farmers in Lalitpur. LDMPCU’s goal is to assist farmers in producing dairy products in a way that is sustainable and empowers farmers to become self-sufficient. 70% of dairy farmers are women. LDMPCU has more than 60 primary cooperatives as members and through them they serve more than five thousand households. Apart from milk transactions, it provides related services to add value in production, marketing and policy advocacy, gender and social inclusion etc. of the dairy sector.

**RESPONSIBILITIES:**

- Gather information, data and success stories for updating the partner's website;
- Develop website content based on current LDMPCU program and members;
- Develop promotional tools (brochure and newsletter etc.);
- Support LDMPCU in preparing proposals, project reports;
- Keep record of training and workshop conducted;
- Involve women and youth in all activities;
- Prepare report required by Uniterra and LDMPCU.

**QUALIFICATIONS:**

- Knowledge and/or experience in project report writing and in handling different social media platforms;
- Skills in developing website content and preparing project report;
- Ability to work in multicultural teams demonstrating flexibility, creativity and innovation;
- Highly motivated, positive, innovative, enthusiastic.