**TITLE:** Communication and Documentation Intern  

**PARTNER(S):** Fair Trade Group Nepal (FTG-Nepal)  

**COUNTRY AND PLACE OF ASSIGNMENT:** Nepal, Jhamsikhel, Lalitpur  

**CONTRACT DURATION:** 12 weeks  

**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.  

Fair Trade Group Nepal (FTG Nepal) is a consortium of fair trading organisations working with the aim to uplift the socio-economic status of underprivileged and marginalised producers of Nepal. FTG Nepal aims to develop constructive collaboration among the Fair Trade organizations to influence policy makers to adopt Fair Trade- friendly policies and to promote Fair Trade practices in Nepal. It also aims at strengthening the networks and solidarity at national, regional and international level to advocate Fair Trade movement. It is also a platform where members discuss their common problems, issues and exchange ideas and information with each other.  

**RESPONSIBILITIES:**  
- Support the development of a product catalogue;  
- Support FTG - Business Development Service centre in implementing marketing strategies;  
- In collaboration with the partner, managing content for various communication platforms such as Facebook, Instagram, Website, etc.;  
- Ensure the representation and participation of women and youth in all activities;  
- Write reports required by FTG and the Uniterra program.
QUALIFICATIONS:
- Strong writing and presentation skills in English
- Strong knowledge of Facebook and Instagram
- Experience in preparing reports and communication related work.
- Ability to work independently, take initiative, and work well in a cross-cultural team
- Commitment to and understanding of gender equality, youth inclusion and volunteering