### TITLE: Communication Intern

### PARTNER(S): Center for Microfinance (CMF)

### COUNTRY AND PLACE OF ASSIGNMENT: Nepal, Sarashwatinagar, Kathmandu

### 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.

The Centre for Microfinance (CMF) Nepal was established to strengthen the capacity of microfinance institutions and enable them to provide savings, credit, and other financial services to the poor, with women as a focal point. CMF runs a wide range of programs designed to meet the emerging needs of microfinance institutions and its members. It engages in training, technical assistance, advisory services, research, knowledge management, policy advocacy, publication and documentation, dissemination of best practices, and networking with national and international development organizations to promote and strengthen the microfinance sector. CMF is an autonomous, privately owned national network organization that works to strengthen the microfinance sector and its member associations, institutions, and individuals with a vision of sustainable access to microfinance services for the poor. For further information: http://www.cmfnepal.org.

CMF wants to enable its microfinance member institutions to connect with them using various online communication technology platforms. The organization needs a Communication Intern to support at this level.

### RESPONSIBILITIES:
- Review, update and improve the CMF website, email and social networking accounts;
- Regularly update the information about CMF’s events and programs;
- Support the partner in creating training webinars and other related technology to provide information to its members;
- Develop a YouTube account for CMF Nepal;
- Prepare an illustrated report about CMF Nepal from its establishment up to date;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits; and
- Write reports required by CMF and the Uniterra program.

QUALIFICATIONS:

- Work, academic, internship or volunteer experience in the area of communication
- Ability to work in larger organizations and rural areas
- Ability to work independently and collaboratively in cross-cultural environments
- Demonstrated ability to take initiative
- Demonstrated coaching or mentorship skills, including tact and professionalism
- Written and oral fluency in English