



MIGYIKRA MEMORIAL MUSIC AND CULTURAL INSTITUTE



WEST AFRICA CENTRE FOR PEACE STUDIES

INTERNSHIP AND VOLUNTEERS POSITION DESCRIPTION SOCIAL MEDIA

WACPS

The West Africa Center for Peace Studies (WACPS) is an independent, non-partisan, non-profit research, policy, and advocacy-based organization, based in Accra, Ghana in West Africa. WACPS was founded in 2004 by Africans from diverse professional backgrounds dedicated to the promotion of democracy, good governance, peace, and development in Africa and beyond. The Centre provides research, training, and advocacy support towards enhancing peace and human development initiatives at all levels in Africa.

The WACPS internship and volunteer programme is part of a long running partnership between WACPS and Migykra Memorial Music and Cultural Institute (3MCI). Under this programme, the West Africa Centre for Peace Studies provides opportunities for highly qualified and competent interns and volunteers to be given placements for a period of six months. Interns have the opportunity of undertaking a further six-month internship on the expiration of the initial six-month period. The interns/volunteers serve on purely voluntary basis hence there is no remuneration. They are however provided with office space and internet services.

Description

Position Summary

WACPS is seeking for an intern to provide support to the organisation's evolving digital peacebuilding programs, partnerships, and capacity development initiatives. The main aim of the intern/volunteer programme is to foster strong international practical experience for lawyers, students and researchers in international affairs, human rights and international law, journalism, social work, social sciences, Fine Art (photography, web designing, IT, videography, and script writing) from all over the world interested in the conduct of research and internship in Africa.

Key responsibilities

- Drafts messages for WACPS social media platforms such as WhatsApp, Facebook, Twitter, LinkedIn, Pinterest, and other accounts and posts content.



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- Brainstorms campaign ideas.
- Collaborates with graphic designer and webmaster to ensure a cohesive social media identity.
- Research interesting posts from partners and schedule retweets via HootSuite.
- Regularly expand the network of followers.
- Monitor social media accounts and flag out key comments to the Social Media Manager.
- Support live tweeting from events.
- Perform any other tasks as requested by the Public Relations Team.

Qualifications/Skills

- Social media marketing
- Creative problem solving
- Accountability
- Engagement of stakeholders
- Effective communication
- Customer focus
- Organisation and professionalism

Education Requirements:

- Current or recent graduate with a Diploma or degree in journalism, communications, digital/social media international relations or a related area.
- Excellent Computer skills

Location of WACPS Official Residence:

The internship Programme is based at the West Africa Centre for Peace Studies headquarters, Accra - Ghana. The volunteer or intern may concessionally be requested to travel / work from other location or rural areas in Ghana/Africa for research or fact-finding purposes.



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Expected working hours per week.

- **Interns** - Hours: 15 - 20 hours/week, preferably three days per week in the office
- **Volunteers** - Hours: 30- 40 hours/week, preferably five days per week in the office

Application Procedure

Interested applicants are required to submit the following documents to the West Africa Centre for Peace Studies for consideration:

- A motivation letter.
- A curriculum vitae
- Copies of relevant College attendance, Degree(s) and /or Diploma or Certificates
- If applicable, proof of professional body membership
- Applications should be sent through email to wacpsgh@yahoo.com or wacpsgh@gmail.com throughout the year.

Physical address: GT-084 7638 Community 18 Cambodia (Between Baptist Church and Cambodia Police Station) P. O. Box SK 2281, Sakumono -Tema. Tel: +233(0) 302800933; Mobile +233 (0) 508068881/ +233 (0) 59601718 website: www.wacps.org **or** www.3mci.org

