

Terms of Reference
Communications Intern / Volunteer (Bangkok)
 July - September 2025

Background

The **Communications Intern** will support the Advocacy, Campaign, Communications and Media (ACCM) team in developing engaging social media content, monitoring social media trends, updating the website, and assisting in relevant communications tasks as assigned by the team.

This internship offers an opportunity to contribute to meaningful projects while gaining hands-on experience in communications, multimedia content gathering and social media content creation. Interns will have the chance to work on social media content and grow their skills in communications.

Objectives and Deliverables

Deliverable per the following objectives:

Objectives	Key Actions	Deliverables
Raise online visibility of SCT, its projects, and awareness on child rights	<ul style="list-style-type: none"> Produce social media content to raise awareness about issues related to child rights and protection, and promote the works of Save the Children Thailand. Monitor general social media trends Monitor and keep track of social media posts' performance. 	1 July – 30 Sep 2025
Support SCT's communications work	<ul style="list-style-type: none"> Assist in maintaining and updating social media accounts and website. Assist in writing, translating and producing communications products. 	1 July – 30 Sep 2025

Management

This position will report to the **Communications and Multimedia Coordinator** under the **Head of Communications and Engagement**.

Time frame

July - Sep 2025 or three months (minimum 20 to maximum 25 working days/month).

Payment

This position is unpaid.

Qualification:

- Current student or recent graduate in Communications, Media, Journalism, or related fields.
- Strong verbal and written communication skills in both Thai and English.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks efficiently and work in a fast-paced environment with tight deadlines.

- Interest in nonprofit communications.
- Experience in writing for social media a plus.
- Experience in using and managing social media platforms such as Facebook, Instagram, YouTube, LinkedIn, and X is a plus.
- Experience in using online graphic design tools using Canva is a plus.
- Experience in website management using Wix platform a plus.
- Experience in photography (smartphone/camera), videography, video editing and social media content creation (e.g. vlogs) are a plus.

The Application Process:

- Interested candidates should submit their CV, a cover letter and a portfolio via email to melalin.mahavongtrakul@savethechildren.org.
- Please state '**Communications Intern – Applicant's Name and Surname**' in the email's subject.
- The closing date: 10 June 2025 with interviews taking place from 11-17 June 2025.
- The successful candidate will start the internship after the Internship Agreement has been signed which should be within June 2025.