

STUDENT VOLUNTEER SCOPE OF WORK

PR ASSISTANT TO USAID WHAM PROJECT

Assignment Title: PR Assistant

Location of Assignment: Bosnia and Herzegovina

Proposed Level of Effort (number of days): 40

Anticipated Start Date: August 1st, 2018

Anticipated End Date: August 30th, 2020

Background: See @ www.whambih.org

Objectives of the Assignment: Assist in preparation of promotional materials

Deliverables:

- Prepare short news about WHAM Activity;
- Take pictures and interview beneficiaries we work with;
- Update LinkedIn and Facebook account;
- Track news about the project from other media (press clipping).

Qualifications:

- Student of journalism or similar studies;
- Ability to work effectively in cross-cultural contexts;
- Self-motivated, proactive, detail-oriented, reliable, professional team player, who is a strong people person and communicator, with good inter-personal skills;
- Working proficiency in English (adequate reading/writing) and the ability to express one's self clearly and concisely;
- Good computer skills in MS Office, and willingness to learn additional online tools;
- Familiar with camera work.

Requested documents: Alongside the most recent CV, the potential student volunteer should provide her/his motivation letter.

Student Volunteer Support:

WHAM provides comprehensive support to student volunteers during the assignment. The successful candidate will be exposed to real world and ongoing activities for one of the major USAID projects.

Contact: Ismir Korjenić, Monitoring, Evaluation and Volunteer Engagement Manager

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