



## Advocacy and Communications Internship Terms of Reference

### Background

The **Micronutrient Forum** (MNF) serves as a global catalyst and convener for sharing expertise, insights, and experience relevant to micronutrients in all aspects of health promotion and disease prevention, emphasizing the integration with relevant sectors.

Our global platform brings experts and diverse stakeholders together to accelerate action on nutrition and micronutrients to improve health for all. We promote dialogue and collective action on vitamins, minerals, and other nutrients across multiple sectors by bridging nutrition science, policy, programs, and responsible business practices for health and well-being.

### Scope of Work

This advocacy and communications (A&C) internship is an excellent opportunity to enter the global nutrition and health policy arena with practical experiences. The intern who fills this position should expect to learn the field from top to bottom and assist in developing advocacy and social media campaigns. The internship will provide a broad experience and an opportunity to network with thought leaders in global nutrition.

The MNF is seeking a savvy professional who shares our mission and possesses strong communication skills, a willingness to learn, and likes to work with others in a collaborative setting.

### Responsibilities

- Provide support on the advocacy and communications (A&C) strategy
- Support and/or manage social media platforms
- Provide high-quality and timely copyediting of all key communications material
- Assist in drafting briefs and concept notes, providing key facts, data, and evidence for A&C materials in a systematic manner
- Ensure communication materials adhere to style guidelines
- Provide support in editing and proofreading communications material
- Assist in developing content for the website, newsletter, and social media platforms

## Requirements

- BSc/BA in Nutrition, Public Health, International Development, or related experience or higher
- Excellent written and verbal communications skills; English as a native language
- Superb time management and organizational skills
- Strong interpersonal skills, proactive, self-motivated, team player, and diplomatic
- Experience with digital communication tools, particularly social media platforms
- Proficient in Microsoft Office Suite
- Home-based office with the possibility to travel

## Work and Reporting Structure

The communications associate will primarily work from home. The position is for a minimum of 10 hours per week for six months to a year.

The MNF A&C intern reports directly to the Director of Advocacy and Communications and will work closely with the MNF management team and extended team members.

## Payment

Compensation to be discussed and based on experience and skill set.

## Applications

Interested individuals should apply by sending a CV and expression of interest to [info@micronutrientforum.org](mailto:info@micronutrientforum.org) with “Micronutrient Forum Internship” as the subject. The application deadline is Friday, September 24.