Programme intern

Want to be part of a dynamic, hard-working team making a difference in Malawi? The Art and Global Health Center Africa (ArtGlo) is looking for a highly motivated individual to serve as a Programme Intern. The experience will be hands-on, in a flexible, supportive and fast-paced multicultural and collaborative environment. At ArtGlo, the intern will develop skills in project implementation and management, events management, communications and Monitoring and Evaluation (M&E).

The intern will work alongside the Programme Manager to deliver programming on the newly developed MASA YFO project as well as managing the Green Door creative hub and supporting the development and implementation of pilot projects.

ABOUT ARTGLO
ArtGlo’s mission is to harness the power of the arts to nurture creative leadership, and ignite bold conversations and actions. We envision a world where communities are healthy, open, and active, and people are free to be who they are. We value creativity and innovation, and strongly believe in the power of collaboration and the transformative influence of the arts. You can read more about our work at www.artgloafrica.org.

PROGRAMME PORTFOLIO
The programme intern will focus on supporting the following projects:

MASA YFO PROJECT
This is a new project, building on our award-winning MASA Youth project and Students With Dreams project approaches. It’s aim is to improve Adolescent Sexual and Reproductive Health Rights (ASRHR) in Malawi by empowering youth-focused organizations to use human-centered design and arts-based approaches to deliver effective relevant programming. This project also seeks to improve lives of women and girls by challenging patriarchal social norms and mainstreaming women empowerment. The project is running for one year. It will involve recruiting Youth-Focussed Organisations (YFOs), including those representing and working with marginalised groups. We will then train them in Human-Centred Design, the use of participatory arts techniques, and project management skills. They will design, prototype and implement their own creative advocacy/ awareness projects on ASRHR, working collaboratively to help each other solve challenges. Having strengthened the YFOs national and regional networks, events will be organized to show creative works and lessons learnt that will incorporate local government, religious leaders, CSOs and various NGOs and UN Agencies. Throughout the project, lessons, stories and impact will be well documented and shared for all to learn from.

THE GREEN DOOR
The Green Door is the hub at ArtGlo, which is hub that aims at celebrating the arts, and upcoming artists a space to perform and develop their ideas. The hub has been home to several events including art shows, poetry slams, film screenings and book and wine fair, and an arts entrepreneurship event.

STUDENTS WITH DREAMS
SWD is a creative youth leadership programme that provides college students with training, mentorship and seed funding to develop innovative projects that address pressing social issues. Students gain hands-on experience in fields they are passionate about, collaborate across disciplines and connect to a network of local and international social entrepreneurs.
and activists. Since the programme started in 2011, over 125 students have realised 51 projects at 3 colleges: Chancellor College, Domasi Teacher Training College and the College of Health Sciences. This year, we will pilot an iteration of SWD focusing on mental health.

**ROLES AND RESPONSIBILITIES**

The Programme Intern will be responsible for providing communications, logistical and administrative support for the programme’s portfolio of projects, with added responsibility to coordinate the development of the Green Door Hub. There is potential for a wide range of opportunities to innovate and create in a range of work areas. We are looking for a motivated and adaptable person who thrives in a dynamic working environment.

**Programme Management Support**
- Support all aspects of the MASA YFO project, including
  - YFO recruitment
  - Organising and supporting trainings, including logistical support
  - Support programme participants on project implementation, including ArtGlo visits and interventions
  - Assist in planning special events and activities
  - Collaboration with other organisations
- Coordinate the Green Door Hub
  - Lead on development of activities and events, and day to day running
  - Document and catalogue activities
- Support the development of the SWD alumni network
- Other activities relating to the development and implementation of projects under this portfolio

**Administrative**
- Ensure that all project and participant files are kept up to date
- Adhere to financial policies and procedures

**Fundraising and Partnership**
- Work closely with the Programme Manager and other team members to build partnerships and raise funds for ArtGlo projects, including:
  - Assisting with grant applications
  - Developing relationships with other youth organisations in Malawi and abroad
  - Developing relationships with corporate sponsors

**Communications**
- Work closely with the Programmes Manager and Communications team in building the profile ArtGlo and projects under this portfolio including:
  - Assist in developing communications content for the website, social media, and print
  - Support appearances in media outlets
  - Support project participants in developing their communications

**Monitoring and Evaluation**
- Work closely with Programme Manager and Research and Operations Manager to implement the M&E plan for the programme, including:
  - Data collection and entry, including regular updates to project tracking database
  - Regularly checking in with participants to obtain informal feedback
  - Supporting data analysis
Other

- Display cultural, gender, religion, race, nationality, sexual orientation and age sensitivity and adaptability;
- Actively work towards continuing personal learning, act on learning plan and apply newly acquired skills
- As part of a small and dynamic team, the Programme Intern may be expected to take other duties and responsibilities

Qualifications

- Bachelor’s degree (diploma or other qualification considered) from an accredited university/ higher education institution preferably in arts, media, communications, social sciences or development
- Passionate about youth leadership and supporting young leaders in their development.
- Written and oral communication skills
- Experience in planning and executing events, preferably including arts events
- Proficient in Microsoft Office and Google Apps and willing to learn online organisation tools
- Experience in logistics and programme support (voluntary experience considered)
- Interest in expressive arts and participatory facilitation. Experience using these approaches preferred
- Ability to handle multiple tasks simultaneously; remains calm and good humored even under pressure;
- Team player; self-starter and self-reliant, but able to collaborate effectively with others
- Monitoring and Evaluation skills preferred
- Understanding of youth in development in a Malawian context
- Background Knowledge in SRHR, relevant work or voluntary experience is a plus
- Commitment to ArtGlo’s vision and values

Additional Notes
Duratin: A minimum of four days per week for 6 months.
Salary & Location: Unpaid. We can offer a modest lunch allowance.
Location: Based in Zomba, Malawi with a possibility of travel to support Umunthu activities.

HOW TO APPLY
Qualified candidates should send the following to applications@aghcafrica.org and write in the subject line: Programme Intern – YOUR NAME:

- CV/Resume.
- Letter of interest describing what you hope to gain from the internship and any relevant experience you have had

Only short-listed candidates will be contacted. ArtGlo is an equal opportunity employer. Women and people from minority communities are encouraged to apply.
Deadline: Thursday, 12 March 2020, 9am.