

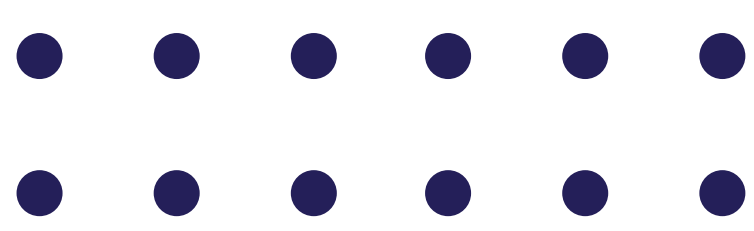
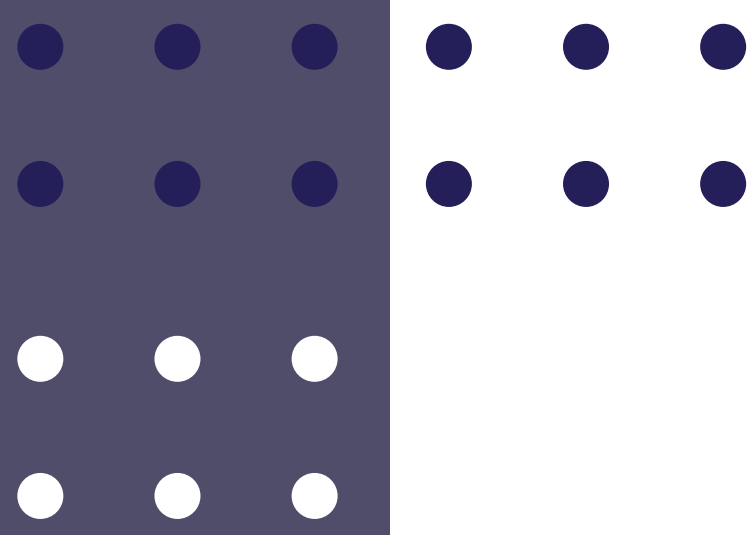
Join Our
Amazing
Team!

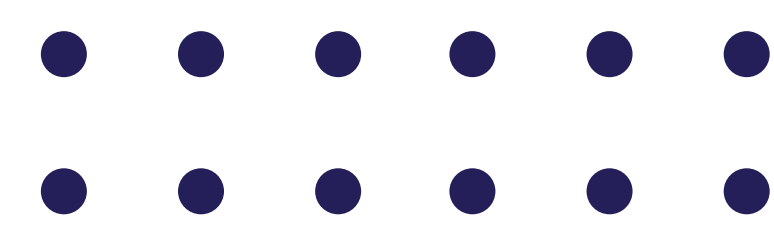
Professionals Needed

We Are
Hiring

Open Position

Communication
Interns





INTERNSHIP OPPORTUNITY

(Ref # FYF/INT/COMM/2026)

Find Your Feet Malawi is inviting applications from suitably motivated and enthusiastic individuals for Communication Internship opportunities.

The internship provides an opportunity for young professionals and aspiring communication practitioners to gain practical experience in organisational communication within a development and non-governmental organisation environment.

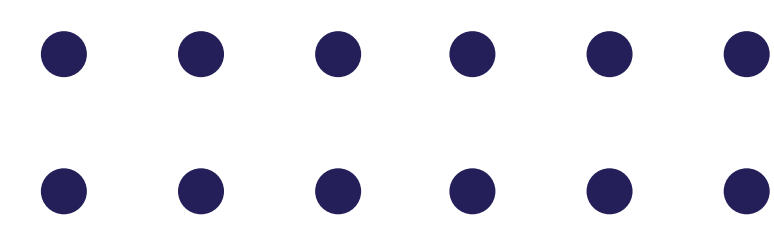
Communication interns will have an opportunity to support FYF's communication and visibility activities while gaining practical exposure to how development programmes, community activities and organisational initiatives are documented and communicated to different audiences.

DUTY STATIONS

Communication internship opportunities are available across the following FYF offices:

- Mzuzu
- Lilongwe
- Ntcheu
- Balaka
- Machinga
- Mwanza

Applicants should clearly indicate the office/location where they would like to undertake their internship.



PURPOSE OF THE COMMUNICATION INTERNSHIP

The Communication Internship is intended to provide practical learning and professional development opportunities in communication within an NGO and development-programming environment.

The intern may support the organisation in communicating its programmes, activities, achievements, community stories and organisational information to relevant audiences.

The internship will provide exposure to areas such as:

- Organisational communication
- Digital communication
- Social media communication
- Content development
- Photography and videography
- Storytelling and documentation
- Website content
- Communication materials
- Event and activity coverage
- Community and programme documentation
- Basic graphic design and visual communication
- Publicity and organisational visibility

DUTIES AND RESPONSIBILITIES



A. Content Development

- Assist in developing communication content for FYF programmes and activities.
- Support the preparation of news stories, programme updates, captions and other communication materials.
- Assist in collecting information from project activities for communication purposes.
- Help turn programme activities and community experiences into clear and engaging stories.

B. Photography and Videography

- Assist in developing communication content for FYF programmes and activities.
- Support the preparation of news stories, programme updates, captions and other communication materials.
- Assist in collecting information from project activities for communication purposes.
- Help turn programme activities and community experiences into clear and engaging stories.

C. Social Media Communication

- Assist in preparing content for FYF's social media platforms.
- Support the collection and preparation of information for social media updates.
- Help ensure that programme activities and organisational achievements are appropriately communicated to online audiences.
- Monitor and organise relevant communication materials for digital publication.

D. Website and Digital Content

- Assist in preparing content for publication on the FYF website.
- Support the collection of programme updates, stories, photographs and other materials for website publication.
- Assist in keeping digital communication materials organised and updated.

E. Storytelling and Documentation

- Identify stories demonstrating the experiences and achievements of communities participating in FYF programmes.
- Assist in documenting success stories, lessons and human-interest stories.
- Support the preparation of written and visual materials that demonstrate the impact of FYF's work.
- Ensure that information collected for communication is accurate and appropriately presented.

F. Events and Programme Activities

- Support communication coverage of FYF events, meetings, workshops, trainings and community activities.
- Assist with preparation of photographs, videos, written reports and other communication materials.
- Support the communication team or relevant programme staff before, during and after events.

G. Graphic and Visual Communication

- Where applicable, interns with relevant skills may support the preparation of basic visual communication materials such as:
- Social media graphics
- Posters
- Information materials
- Event publicity materials
- Programme highlights
- Digital awareness materials



Skills and experience

Applicants should demonstrate an interest in communication, media, journalism, public relations, marketing, digital media, development communication or a related field.

The following skills will be an advantage:

- Good written and verbal communication skills
- Ability to write clear and engaging content
- Basic photography and videography skills
- Social media knowledge
- Basic graphic design skills
- Knowledge of digital communication platforms
- Good interpersonal and teamwork skills
- Ability to work with different people and communities
- Creativity and willingness to learn
- Good organisational skills
- Basic computer skills
- Ability to work professionally and maintain confidentiality
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Experience or familiarity with tools such as Microsoft Office, Canva, social media platforms, photography/video editing applications or website content management systems may be an added advantage.



How to apply

Applications must include application letter, an updated CV, names and contact details of three traceable referees and photocopies of certificates. Applications should be sent to:

The Executive Director:
Find Your Feet,
P.O. Box 20312, Mzuzu

Or email: humanresource@fyfmalawi.org

30 th September, 2026

Sexual Exploitation and Abuse (SEA) is a regrettable and pervasive issue with far-reaching and devastating consequences for its victims. At Find Your Feet (FYF), we are steadfast in our belief in the dignity and respect of every individual. Safeguarding against any form of harm and abuse is our paramount concern. Our objective in implementing this policy is to cultivate a culture of accountability, transparency, and trust. Our Prevention from Sexual Exploitation and Abuse (PSEA) policy underscores the importance of all individuals connected to our organization adhering to the highest ethical standards. It is imperative that we all comprehend our roles and responsibilities in preventing SEA, and that we work collectively to establish an environment where individuals can report incidents without fear of reprisal.

Find Your Feet is an equal opportunity employer. Qualified women are encouraged to apply.

Only shortlisted applicants will be acknowledged