

POSITION DESCRIPTION



POSITION TITLE: International Research Intern (with a specialization in video and visual media)

ORGANIZATION: Burma Link – Mae Sot, Thailand

REPORTS TO: International Coordinator

OVERALL RESPONSIBILITY: The intern will continuously research new developments, news and publications by Burma Link's partners and other relevant media and organisations. The intern is expected to read a significant amount of reports and other publications to develop an understanding of the situation inside Burma and on the Thailand-Burma border, particularly with regards to Burma's ethnic nationalities and displaced people on both sides of the border. The internship will especially focus on using visual skills for various media purposes such as video editing, taking and editing photos, designing newsletters, and managing media campaigns. The intern will also update Burma Link's website with new publications and posts and assist with various administrative tasks. Other tasks may include interviewing, and writing/editing stories and articles for publication.

KEY RESPONSIBILITIES:

- Keep up to date information available on the website by continuously researching new publications and developments
- Create and make use of different forms of media
- Edit video material
- Train and assist Local Research Intern in video editing
- Keep up to date with report reading and other publications, to gain understanding of the current situation
- Transcribe interviews, edit translated transcripts, and assist with writing stories, articles, and other publications as requested
- Assist with interviewing as requested
- Cooperate closely with the International Coordinator, making sure information on the website is correct and up to date
- Perform other duties as may be requested.

INTERNSHIP REQUIREMENTS – EDUCATION & PROFESSIONAL

- University degree
- Strong research and editing skills
- Good knowledge of use of social media websites

- Visual media skills (video and/or photography, video and sound editing, designing newsletters/posters)
- Proficient with Microsoft Office, Adobe Premier Pro and Photoshop
- Demonstrated interest in Burma issues
- Excellent written and oral communication skills in English
- Knowledge of WordPress and website development is an advantage.

INTERNSHIP REQUIREMENTS – PERSONAL ATTRIBUTES:

- Integrity and honesty.
- Reliability, and trustworthiness.
- Cultural sensitivity and strong ethics.
- High degree of personal initiative and creativity.
- Capable of working independently and within a team as well as forming strong working relationships with staff and volunteers across the organization.
- Ability to work effectively in a multi-cultural environment.
- Ability to prioritize and manage own time even under pressure.
- Willingness and ability to travel and work outside normal working hours.
- Attention to detail, strong organizational skills, and the ability to meet deadlines.
- Passionate about what Burma Link does.

APPLICATIONS

The applications will close as soon as we have found the right candidate. Minimum commitment is three months.

HOW TO APPLY

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and [application form](#) to office@burmalink.org.