The Samdhana Institute is looking for
INTERN for WEBINAR/VIRTUAL MEETING SUPPORT
(Bogor Based)
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Background
Samdhana was formed in 2003, and works across mainland and insular Southeast Asia, with offices and retreat centers in Indonesia and the Philippines. The work of Samdhana has been built upon the expertise of its 65 fellows—professionals and activists in the fields of land rights and land tenure, environment, natural resources, and human rights. For further information, please see our website: www.samdhana.org

Position Objective:
Working in the Knowledge Management and Resources Development Unit under the direction of the Monitoring & Evaluation Coordinator and Communication Officer will assist in preparing, maintaining the webinar/virtual meeting’s process that will help the Team deliver the purpose

Job Summary
- Responsible to prepare and maintain the live webinars streaming operation, including send webinar invitations, contact the resource persons, and set the virtual sessions
- Managing the content conversion into video on demand (VOD) such Youtube and other social media channels as selected
- Assist in planning and managing schedules of webinar / virtual meetings.
- Manage the documentation of webinar sessions.
- Design and distribute flyers for Webinar through Samdhana official social media accounts.
- As needed, assists Samdhana partners to participate in the webinar, and provide guidance for organizing similar webinar, both the program and technical aspects.

Qualifications
- Having educational background from university majoring broadcast, film, visual communication design, or other relevant studies. Fresh graduate is welcome
- Being passionate, strong teamwork, and demonstrate a ‘get things done’ spirit will make you successful in this program.
- Have a good interpersonal and communication skill
- Available for 3 months internship or more, with minimum time allocation 3 days (24 hours) per week.
Other

a. Office station will be in **Bogor, Indonesia**
b. Start date: **Immediately**
c. Samdhana will provide compensations for communication allowances, lunches, and local transports during the internship period.
d. To perform duties as assigned, the intern will follow Samdhana schedules/arrangement on Work From Home / Office.

Application procedures

- Immediate required
- Only shortlisted candidates will be contacted.
- Interested candidates are invited to send a letter of interest highlighting the suitability for and the potential contribution to the position, a detailed CV to hrd@samdhana.org
- Please indicate the position in the email subject line and type your cv title with the following format: *(Name)_*(Position)