

Terms of Reference

Digital Communications Intern

Location: Jordan, Lebanon or Egypt

Contract Type: Paid, part-time internship [2-3 days per week]

Duration: Immediate start until 31 December 2026

Reporting to: Communications Manager

Background

Alfanar Venture Philanthropy is the first venture philanthropy organisation in the Arab region, supporting social enterprises with the funding, training and strategic support they need to expand access to education, employment and income-generation across their communities.

As Alfanar's programmes and communications activities continue to grow, we are looking for a **Digital Communications Intern** to provide hands-on support with our day-to-day digital communications.

This is an execution-focused role supporting the Communications Manager primarily across social media, website updates and newsletter content. It would suit someone in the early stages of their communications career in the nonprofit sector who is a strong writer, comfortable creating digital content, and keen to build their experience within a fast-paced regional social impact organisation.

Objective

To support the consistent and timely delivery of Alfanar's digital communications, helping turn programme and organisational updates into engaging, well-designed content across our social media channels, website and newsletter.

Scope of Work

1. Social Media

Support the production and publication of content across Alfanar's social media channels, including:

- Creating social media graphics, carousel posts and simple reels using Canva and other relevant tools.
- Turning programme information into publication-ready social media content, liaising with team members where relevant.
- Creating social media templates and visual assets for different platforms and content needs.
- Supporting the scheduling and publication of social media content.
- Identifying and selecting appropriate photographs and other visual assets.
- Supporting basic video editing including subtitles and formatting for social media.
- Ensuring content follows Alfamar's visual identity and key messaging.

2. Website

Support regular updates to the Alfamar website, including:

- Drafting blog posts with material shared by the team.
- Uploading videos, publications and accompanying imagery.
- Creating and updating social enterprise profiles.
- Posting vacancies and programme call-outs.
- Updating team and organisational information when required.
- Checking published pages for formatting, links, imagery and other basic quality issues.

3. Newsletter

Support the production of Alfamar's two monthly newsletters, including:

- Preparing draft newsletter content based on programme and organisational updates from the team.
- Formatting content within existing newsletter templates.
- Sourcing and preparing appropriate imagery.
- Adding and checking hyperlinks.
- Proofreading and checking formatting before review.

Expected Deliverables

The Digital Communications Intern will contribute to the regular delivery of:

- Social media posts, graphics and carousels.
- Social media reels and video content.
- Website updates and uploads.
- Newsletter content and formatting.
- Blog posts.
- Other digital communications assets related to the above channels as required.

Specific priorities and deliverables will be agreed with the Communications Manager on an ongoing basis.

Required Experience

We are looking for someone with:

- 2-4 years of relevant experience in communications, digital communications, marketing, content creation or a related field.
- Professional fluency in English and Arabic, with strong written communication skills in both languages.
- Strong writing, editing and proofreading skills.
- Experience creating content for organisational social media channels.
- Good graphic design skills and experience using Canva.
- Experience with basic video editing using tools such as Canva, CapCut or Adobe.
- Experience updating websites through a content management system.
- Experience using email marketing or newsletter platforms.
- An understanding of how to adapt content for different digital channels and audiences.
- Experience working with social enterprises, NGOs, philanthropy, international development or the nonprofit sector.

Skills and Competencies

The successful candidate will be:

- A strong and careful writer with excellent attention to detail.
- Visually minded, with a good eye for layout, imagery and branding.
- Comfortable working across social media, websites and newsletters.
- Organised and able to manage several pieces of content at different stages.
- Able to work independently on clearly defined tasks and incorporate feedback.

- Comfortable working in a fast-paced environment where priorities can change.
- Collaborative and willing to learn.

Reporting and Working Arrangements

The Digital Communications Intern will report directly to Alfano's Communications Manager and will work **two to three days per week from the start of the contract until 31 December 2026**.

The role will work with content and information provided by Alfano's teams across Jordan, Lebanon, Egypt and Palestine.

We are looking for someone who can **start as soon as possible**.

How to Apply

Interested candidates should submit the following to applications@alfano.org.uk with the subject line **Digital Communications Internship**:

- A CV highlighting relevant experience.
- A short cover letter outlining your suitability for the role and availability to start.
- A portfolio or examples of relevant work, particularly social media content, graphics, newsletters, website content or simple video/reel content.

Applications close on **20 August 2026**.

Due to the high number of applicants, only shortlisted candidates will be contacted.