

African Women Leaders Network (AWLN) Terms of Reference Communication and Social Media Intern

Work Description:	Communication & Social Media Support
Location:	Remote, Home-based
Work Modality:	The intern will work closely with the AWLN Communications team and report to the Coordinator.
Supervisor:	Fatou Sombie, AWLN Coordinator and WPS Advisor to the Ambassador of the AU to the UN, New York
Contact:	communication@awlinafrica.net ; coordinator@awlinafrica.net
Starting Date:	15 April 2026
Duration :	6 months

Background

The African Women Leaders Network (AWLN) was launched in 2017 as a continental platform to enhance the leadership of African women in the transformation of the continent. The Network brings together current and former women Heads of State and Government, leaders from the public and private sectors, civil society, youth leaders, and grassroots actors to advance women's leadership, gender equality, and inclusive development across Africa.

AWLN works to strengthen the role of women in peacebuilding, governance and political participation, economic empowerment, youth leadership, social mobilization, and sustainable development. Through its national chapters, constituencies, and strategic partnerships, the Network promotes women's leadership as a catalyst for peace, justice, and sustainable development across the continent.

As AWLN continues to expand its activities, programmes, and high-level engagements, strengthening the Network's digital presence and visibility has become increasingly important. Social media platforms play a key role in amplifying AWLN's initiatives, sharing knowledge and advocacy messages, and engaging a broad community of stakeholders across Africa and globally.

To support the implementation of AWLN's communication and visibility efforts, the Secretariat is seeking a Social Media Intern to assist with content creation, social media management, and digital storytelling across the

Network's platforms. The intern will contribute to strengthening AWLN's online engagement and support the effective dissemination of the Network's activities, events, and advocacy initiatives.

I. Description of Responsibilities / Scope of Work

1. Support AWLN communication and outreach activities

- Assist in implementing AWLN's social media and digital communication activities
- Support the preparation and scheduling of social media content aligned with AWLN priorities, events, and campaigns
- Contribute to the development of weekly and monthly social media calendars
- Assist in identifying opportunities to amplify AWLN initiatives and messages across digital platforms
- Monitor social media channels and flag relevant engagement opportunities

2. Support dissemination of advocacy and visibility materials

- Assist in preparing social media posts, captions, and digital content promoting AWLN initiatives, programmes, and events.
- Support the dissemination of AWLN communication materials, including newsletters, announcements, and advocacy messages.
- Contribute to highlighting stories, achievements, and initiatives from AWLN national chapters and constituencies.
- Assist in packaging information from reports, speeches, and events into social media-friendly formats.

3. Support digital storytelling and content creation

- Draft social media captions, threads, and short content pieces for AWLN platforms.
- Assist in creating simple visuals, quote cards, reels, and story content using digital design tools.
- Support live social media coverage of AWLN events where applicable.
- Identify impactful quotes, key messages, and highlights from AWLN activities for online dissemination.

4. Support AWLN online presence and digital engagement

- Assist in the day-to-day monitoring of AWLN social media accounts.
- Track engagement metrics and audience growth across social media platforms.
- Contribute to the preparation of periodic social media analytics reports.
- Monitor digital trends and benchmark practices from similar networks and organizations.

II. Competencies

Core Values

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Initiative and Adaptability

III. Key Performance Indicators

- Quality and consistency of social media content produced for AWLN platforms.
- Timely preparation and scheduling of social media posts.
- Increased visibility and engagement across AWLN digital channels.
- Quality of digital storytelling highlighting AWLN activities and initiatives.
- Effective coordination with the AWLN Secretariat to support communication needs.

IV. Required Qualifications

Education

- University studies in communications, journalism, media studies, marketing, international relations, gender studies, or a related field.

Final-year students or recent graduates are encouraged to apply.

Experience

- Demonstrated interest in communications, digital media, or social media management.
- Experience managing social media platforms for academic, extracurricular, or personal projects is an asset.
- Basic graphic design or video editing skills are desirable.
- Familiarity with tools such as Canva, social media scheduling tools (Social Bu) is an advantage.
- Interest in gender equality, women's leadership, and African development issues is desirable.

Language Requirements

- Excellent communication skills (written and oral) in English are required.
- Working knowledge of another language is an advantage, especially French.

V. Compensation and Benefits

This internship is unpaid and does not include financial compensation. By accepting this position, the selected candidate acknowledges and agrees to these terms. The African Women Leaders Network (AWLN), as well as its affiliated institutions, including the African Union and UN Women, shall bear no financial or contractual liability arising from this engagement.

VI. How to Apply

Interested Individuals must submit the following documents detailing your qualifications:

- A cover letter of interest explaining why you are applying for this position and what you hope to gain from the internship and how you can contribute to the African Women Leaders Network, particularly in strengthening engagement with the Young Women Leaders Caucus
- A CV detailing your qualifications and suitability for the work including a link to your portfolio of work

Due to the high volume of applications received, we can ONLY contact successful candidates. The successful candidate will be required to provide scanned copy of their passport/national ID, along with relevant certificates.