STUDENT VOLUNTEER SCOPE OF WORK

PR ASSISTANT TO USAID WHAM PROJECT

**Assignment Title**: PR Assistant   
**Location of Assignment**: Bosnia and Herzegovina  
**Proposed Level of Effort (number of days)**: 40   
**Anticipated Start Date**: August 1st, 2018  
**Anticipated End Date**: August 30th, 2020  
**Background**: See @ [www.whambih.org](http://www.whambih.org)

**Objectives of the Assignment**: Assist in preparation of promotional materials

**Deliverables**:

* Prepare short news about WHAM Activity;
* Take pictures and interview beneficiaries we work with;
* Update LinkedIn and Facebook account;
* Track news about the project from other media (press clipping).

**Qualifications**:

* *Student of journalism or similar studies;*
* *Ability to work effectively in cross-cultural contexts;*
* *Self-motivated, proactive, detail-oriented, reliable, professional team player, who is a strong people person and communicator, with good inter-personal skills;*
* *Working proficiency in English (adequate reading/writing) and the ability to express one’s self clearly and concisely;*
* *Good computer skills in MS Office, and willingness to learn additional online tools;*
* *Familiar with camera work.*

**Requested documents**: Alongside the most recent CV, the potential student volunteer should provide her/his motivation letter.

**Student Volunteer Support**:

*WHAM provides comprehensive support to student volunteers during the assignment. The successful candidate will be exposed to real world and ongoing activities for one of the major USAID projects,*

**Contact** : Ismir Korjenić, Monitoring, Evaluation and Volunteer Engagement Manager  
Danijela Ozme 1, 71000 Sarajevo, Bosnia and Herzegovina   
Office Phone: +38733866892  
Mobile Phone: +38762922258  
Skype: ismir.korjenic  
[www.iesc.org](http://www.iesc.org), [www.whambih.org](http://www.whambih.org)