

Function Card

Form No. IG1B-A

Role	Multimedia Intern		
Unit	Operations Unit	Manager	Communications Manager
Version	V1.0-2026		

JOB SUMMARY		
The Multimedia Intern/s directly report to the communications manager and is responsible for providing support in creating and popularizing Inklusibo's work to the public. We are looking for interns that are passionate about producing accessible and culturally inclusive visual content, and eager to bring a fresh, empathetic perspective while championing representation and inclusivity in every project.		
KEY RESPONSIBILITIES		
Key Work Outputs	% of work time	Key Activities
Development and publication of visual outputs	60%	- Develop visual outputs for the organization - Maintain social media engagement activities of the organization - Develop creative campaigns to popularize the issues of the urban poor and informal workers
Learning and educational work	20%	- Join learning sessions with partner communities, network, and advocates regarding economic justice, livable spaces, inclusive services, and gender justice. - Co-develop creative learning materials with the program team
Technical and administrative support	10%	- Contributing to the program's periodical reporting and review - Supporting the organization's events whether through logistical or administrative means
Standard responsibilities of all positions	10%	- Other responsibilities may be assigned occasionally in the exigency of service to enable the program, unit, and Inklusibo to fulfill their commitments. - Complying with Inklusibo's policies, procedures, and standards - Updating the level of competencies through various learning approaches such as but not limited to on-job coaching, mentoring, online

		courses, etc.
COMPETENCIES		
Education	No specific educational background is desired for this position.	
Training	Relevant training and exposure to graphic design, photography, videography, and social media management.	
Experience	1-2 years of experience in handling work related to creatives and design	
Functional competencies	• Understanding of the VMGs, core standards, and strategies of Inklusibo • Fluency in English or Tagalog language • Understanding of Inklusibo’s policies, standards, and processes	
WORK CONDITIONS		
Work modality	Hybrid work with occasional field integrations in the National Capital Region	
Internal contacts	Board of trustees, management committee, staff	
External contacts	Network, partners, and researcher counterparts in various organizations	
Tools	Laptop, mobile phone, internet connection, messaging applications. Inklusibo uses Google Workspace as the main operational tool.	