

Internship Position at AFKL – 2025

Marketing and Communication Assistant

About Us:

The Alliance Française de Kuala Lumpur (AFKL) is a non-profit organization dedicated to promoting the French language and French-speaking cultures in Malaysia. Established in 1961, AFKL is part of the global Alliance Française network, the largest cultural NGO worldwide, with over 800 cultural centers across continents. AFKL fosters cultural exchange and friendship, offering a vibrant platform for language learning, cultural activities, and community engagement.

Who We're Looking For:

We welcome applications from local Malaysians or individuals authorized to work in Malaysia without a visa. You can either be a current student or a recent graduate from a relevant field of study.

Responsibilities:

Assist the Marketing & Communication Officer with the following tasks:

- **Content Creation and Social Media Management:**
Help create engaging content and manage AFKL's social media platforms (e.g., Facebook and Instagram).
- **Website and Email Communications:**
Assist in updating the AFKL website and drafting e-newsletters to promote events and programs.
- **Design and Visual Media:**
Support the development of communication materials (both print and digital).
- **Event Support:**
Provide assistance with logistics, promotions, and documentation during events, including capturing high-quality photos and videos for marketing purposes.

What You'll Bring:

- A background in Marketing, Communications, Media Studies, Business Administration, or a related field.
- Excellent English writing and communication skills.
- Familiarity with social media management and tools like Canva or Adobe Creative Suite.
- Photography skills and basic knowledge of editing tools (e.g., Lightroom, Photoshop).
- Ability to work both independently and collaboratively.
- Knowledge of French is an advantage but not mandatory.
- Interest in Malaysian arts and culture is a plus.

Internship Details:

- **Duration:** 6 months
- **Start Date:** January 6, 2025
- **Compensation:** RM1,000/month

How to Apply:

Send your CV and a cover letter to marcom@afkualalumpur.org by **December 10, 2024**. Applications will be reviewed on a first-come, first-served basis, and interviews may commence before the closing date, so early applications are encouraged.