

Registered Charity No. 1126638

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## **JOB DESCRIPTION**

### **COMMUNICATIONS INTERN**

The Muslim Charities Forum (MCF), a registered charity, based in London, seeks a committed and motivated 'Intern' to assist with information and communications. This role involves drafting and editing of text, for the MCF's website and also of other communications tools such as, leaflets and brochures.

This is an excellent opportunity to gain valuable experience and skill that will assist you to develop your career in the not-for-profit sector.

If you have the skills and experience to make the most of this opportunity, combined with an interest in charities, we would like to hear from you. You will be required to attend the office, 5 days a week, for two months, commencing ideally ASAP. A monthly allowance shall be offered to cover expenses.

The applicant must be a UK Resident ideally based in London.

#### ***The successful applicant will:***

1. Write and/or edit website content
2. Create brochures for the Muslim Charities Forum
3. Handle administrative tasks and correspondences given by the Coordinator
4. Undertake research on Muslim charities around the UK

#### ***Personal Specification.***

1. Experience in administration essential
2. Experience in communications preferred
3. Committed team worker with a cooperative and flexible character
4. General knowledge of IT packages such as Microsoft Office through practical experience or certification.

To apply, please send your CV to [recruitment@muslimcharitiesforum.org.uk](mailto:recruitment@muslimcharitiesforum.org.uk).

**Closing date:** Sunday 16th May 2010.