

**VACANCY ANNOUNCEMENT 2021-02****Communications Intern****Organisational Context**

GCERF is the global fund for preventing violent extremism. GCERF supports grassroots initiatives tackling the drivers of radicalisation in Albania, Bangladesh, Kenya, Kosovo, Mali, Nigeria, the Philippines, Somalia and Tunisia.

**Purpose of Position**

The Communications Intern will support the Communications Specialist to increase GCERF's visibility and enhance its public reputation. The position comes at the start of an exciting international publicity drive that will require a flair for writing, a self-starting character and the willingness to put in the hard slog.

**Organisational Setting and Reporting Relationships**

The Communications Intern will be accountable to the Communications Specialist who sits within the External Affairs Unit.

He/she will also work in close collaboration with other members of the External Affairs Unit, and work in close cooperation with colleagues in GCERF's Portfolio Management Unit (PMU) and the Performance and Impact team (P&I). At GCERF, PMU oversees in-country operations and P&I drives research and gathers evidence-based results.

**Responsibilities**

The successful intern will be developed to:

- Identify and write success stories, conducting original interviews with programme beneficiaries and sourcing accompanying images and footage;
- Contribute to GCERF's social media content;
- Update external communications materials including factsheets, maps and brochures to reflect expanding operations and changing field contexts;
- Conduct media monitoring;
- Organise and expand GCERF's digital assets library (photos, videos, infographics) in line with GCERF's security protocol;
- Learn the basic functions of Word Press to support content uploads and website content management.
- Undertake other duties as requested by the supervisor.

## **Profile**

### *Experience*

This position will suit candidates seeking to develop their communications skills across a range of platforms. The successful candidate will be passionate about digital media and mentored in writing, interviewing and editing for maximum impact.

Experience in creating content in communications for the non-profit sector is a strong asset. Proficiency in the Adobe Suite and video editing software will be highly regarded.

### *Competencies*

- *Professionalism*: Knowledge of the technical aspects of the position, attention to detail and commitment to achieving results.
- *Communication*: Excellent interpersonal, oral and written communication skills.
- *Accountability*: Takes ownership of all aspects of a project and pride in their work.
- *Teamwork*: Works collaboratively with colleagues to achieve identified goals.
- *Planning and Organising*: Develops clear objectives; identifies and focuses on priorities; monitors performance and adjusts plans and actions as necessary; uses time efficiently.
- *Commitment to Continuous Learning*: Keeps abreast of new developments in relevant fields of thematic or functional expertise; contributes to the learning of colleagues.

### *Education*

Undergraduate or advanced university degree in public relations, communications, digital marketing. A background in International Relations will be considered in conjunction with demonstrated communications experience.

### *Languages*

Native speaker fluency in English is required; knowledge of French is an advantage.

**General**

Internship Duration: 6 months on a full-time basis with an option to extend.

A stipend of CHF 1,500 per month is provided.

Location: Geneva, Switzerland.

**Application Deadline:** 26 February 2021

**How to Apply:** Please visit the GCERF website at <http://www.gcerf.org/about-us/career-opportunities/>.