

Internship opportunity - Communications

The International Service for Human Rights (ISHR), Geneva is offering an **internship with the communications team**.

Background

Internships with ISHR offer unique opportunities for upcoming human rights activists and NGO workers to be involved in and learn about the UN human rights system and the international human rights non-governmental community. Geneva is the hub of international human rights activity and the focus of much activity by governments, and national and regional human rights organisations.

The principal focus of the communications internship will be learning about the implementation of communications activities in the context of a small, international human rights non-governmental organisation. The intern will be based at ISHR's Geneva office.

Objective

To develop the skills and knowledge of committed human rights activists in the promotion and protection of human rights.

The intern will:

- Acquire valuable experience of working in a human rights NGO
- Gain extensive exposure to the UN human rights system and its mechanisms
- Develop their skills and knowledge in the area of communications

The opportunity

The communications team is now offering an exciting internship in which the intern will develop the following skills through practical exposure:

- Writing and editing in both French and English
- Preparing English texts for French translation
- Video production and editing skills
- The use of content management systems to manage websites
- The use of online social media to increase an organisation's visibility
- Journalistic skills, including interviewing
- The use of images in communication

- The functioning of the UN human rights system and networking with key stakeholders
- Office administration

The ideal applicant

To be considered, applicants should be undertaking tertiary study in the field of communication, marketing, sociology, languages, graphic design or similar, or have recently completed such study. They should also possess:

- Excellent communication skills in French and English (fluent oral and written)
- Excellent IT skills including a good command of Word, Excel and Powerpoint. Additional skills in website content management, design or video production software (Joomla, iMovie, InDesign) would be an advantage, but will also be taught as part of the internship
- An interest in online social media (including Facebook, YouTube and Twitter)
- Excellent people skills and ability to multi-task
- Flexibility and willingness to also carry out administrative tasks (data entry, questionnaire analysis, etc)
- A desire to experience working in a multi-cultural environment and genuine interest in becoming familiar with the work of a human rights NGO
- Full or part-time availability for a period of six months, with the possibility of starting in March 2013 is preferred
- Swiss or EU citizen/Permit B or C.

Please note:

This is an unpaid internship. Travel costs, travel arrangements, and living accommodation are the responsibility of the intern. ISHR covers the cost of the Geneva public transport card and visa fees. ISHR also offers a strong professional development and training plan. For more information, please visit our website: www.ishr.ch/internships

To apply

Applicants should submit the following by email to w.ramsay@ishr.ch:

- A covering letter outlining how their skills and interests correspond to the internship opportunity, what appeals to them about such an internship, their ideal internship duration and possible start date
- A current CV (with two references)

The deadline for applications is Friday 1 February, 2013.