

Job description

COMMUNICATIONS INTERN IN GENEVA

(Reference: 19/GEN/COMINT01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a Communications Intern to support our team in Geneva.

Department: Communications
Position: Communications Intern
Contract duration: 6 months
Location: Geneva, Switzerland
Starting Date: ASAP

POSITION PROFILE

A. SUPERVISION

Under the supervision of the Communications Officer, the Communications Intern will support in a variety of activities from content production to organisational support.

B. RESPONSIBILITIES

Amplifying the reach of IMPACT Initiatives by:

- Supporting in the production of communication updates, such as newsletters and website articles;
- Updating and curating the social media sites used by IMPACT and using monitoring tools such as Google Analytics and Facebook Insights to assess the development potential of the channels;

- Supporting in media and partner relations by media monitoring;
- Developing and fine-tuning communication and visibility material as well as supporting in the printing, ordering and distribution of these materials;
- Support in the drafting of country or project specific communications and dissemination plans;
- Keeping an eye on communication innovations, tools and approaches that could support the work done by IMPACT.

Strengthening the internal communication of IMPACT by

- Supporting in the preparation of materials for meetings and drafting minutes;
- Supporting in the development of tools and templates for the use of teams in the HQ as well as in the field.

REQUIREMENTS

The person we are looking for:

- Studies journalism, communications, design and/or social sciences or other relevant field and has an interest for the humanitarian field;
- Is enrolled in a Bachelor's or Master's degree;
- Has strong writing, communications, publishing and editing skills;
- Has excellent written and spoken command of English;
- Has knowledge of Microsoft Office, Adobe Creative Suite (InDesign, Illustrator, Photoshop) and online publishing (WordPress and social media platforms) and is willing to deepen these skills;
- Is passionate about communications and innovative ways of sharing and creating information;
- Has experience and a passion to learn of copy-writing, editing, marketing and humanitarian communications;
- Is attentive to detail but also able to look at the "big picture";
- Is a team player, but also has the capacity to work independently;
- Has the ability to work in a dynamic, multicultural environment and to meet deadlines.

HOW TO APPLY

Please send, in English, your cover letter, CV and three references to jobs@impact-initiatives.org
Ref: 19/GEN/COMINT01

Please indicate the reference in the subject line of your email.

For more information, visit us at <http://www.impact-initiatives.org>