

## TERMS OF REFERENCE

### REACH COMMUNICATIONS INTERN

(Reference: 23|HQ|COMMINT01)

#### ABOUT IMPACT AND REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in research design; data collection, management and analysis; GIS and remote-sensing.

#### OVERVIEW

**We are looking for a Communications Intern to join our team in HQ.**

<b>Department:</b>	Communications & Advocacy
<b>Position:</b>	Communications Intern
<b>Contract duration:</b>	6 months
<b>Location:</b>	Geneva, Switzerland
<b>Remuneration:</b>	1'300 CHF gross per month
<b>Starting Date:</b>	ASAP

The IMPACT HQ Communications & Advocacy (C&A) Unit provides cross-cutting support to both IMPACT country offices and HQ-based global programmes teams. The overarching objectives of this team include:

- Amplifying the impact of our work through effective communications, outreach, and dissemination
- Promoting and maintaining a strong brand identity for the organisation
- Increasing the uptake of our research findings among decision-makers and key stakeholders

Responsibilities of C&A team members include:

- Managing the IMPACT website and social media channels
- Maintaining the organisation's visual identity and graphic charter
- Developing global and country-specific communications content
- Coordinating and facilitating IMPACT's external engagement opportunities
- Developing capacity building tools, templates, guidance, and minimum standards
- Providing direct support to country and global programmes colleagues

#### RESPONSIBILITIES

The Communications Intern will provide support on external engagement, event/partnership coordination, and communications content production for the organisation.

##### Core tasks

- Supporting substantive preparations for external events and meetings, including background research on key topics and issue areas and developing PowerPoint presentations
- Supporting in planning and coordination for external events, as well as preparation of abstract submissions for conferences and calls for papers

- Internal monitoring and tracking of organisational engagement in key external forums, including internal follow-up with relevant organisational focal points and identification of new engagement opportunities
- Developing communications materials for key programmatic workstreams including FAQs, overviews of core programmes, brochures, and related content
- Development of new tracking and monitoring system for maintaining organisational relationships, partnerships, and contacts
- With oversight from the Communications Officer, developing and fine-tuning communication and visibility material, as well as supporting in the printing, ordering, and distribution of these materials

### **Line management**

The Communications Intern will primarily provide dedicated support for REACH global programmes, although with some support for cross-organisational tasks or other initiatives also anticipated. Therefore, line management and day-to-day supervision will fall under the HQ Comms & Advocacy Unit, with functional oversight from REACH focal points on dedicated tasks and deliverables.

## **INTERNSHIP OBJECTIVES**

- Gain exposure to communications, partnership-building, and advocacy in the humanitarian sector by supporting external engagement opportunities with our key stakeholders as well as having opportunities to attend some of these events directly
- Gain practical experience in dissemination and reporting of primary research as well as developing and producing communications content for a diverse range of humanitarian crises and contexts

## **REQUIREMENTS**

### **The person we are looking for:**

- Studies journalism, communications, design and/or social sciences or other relevant field and has an interest in the humanitarian sector
- Is enrolled in a bachelor's or master's degree
- Is highly organized and detail-oriented
- Has strong writing, communications, publishing and editing skills
- Has excellent written and spoken command of English; proficiency in a second language is an asset
- 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 about copywriting, editing, marketing and humanitarian communications;
- 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