

# Communications Intern

## Based in Geneva

(Reference: 25|HQ|CI01)

### What is IMPACT Initiatives?

**OUR AIM:** IMPACT aims to shape practices and influence policies in humanitarian and development settings, to positively impact the lives of people and their communities.

IMPACT Initiatives is the world's leading independent data and analysis provider in crises contexts. Headquartered in Geneva with more than 30 country offices in 2025, we support a range of stakeholders to enable them to make better, more informed decisions in humanitarian, stabilisation, and development settings. Through our global team of research specialists, on average IMPACT publishes more than 1,700 information products on a yearly basis.

IMPACT was launched in 2010, at the initiative of ACTED, an international NGO whose headquarters are based in Paris. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support in countries of intervention.

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

<b>Position</b>	Communications Intern
<b>Contract duration</b>	6 months
<b>Start Date</b>	August/September 2025
<b>Location</b>	Geneva (Switzerland)
<b>Application Deadline</b>	Applications close 30 June 2025, but early applications are heavily encouraged and will be processed as they are received.

### ROLE OVERVIEW

The IMPACT HQ Communications & Advocacy (C&A) Unit provides cross-cutting support to both IMPACT

country offices and HQ-based teams. The overarching objectives of this team include:

- Establishing, building and maintaining IMPACT organisational brand identity, including values, narratives and visual identity
- Amplifying and enabling outcomes from programmes through supporting and delivering targeted communications and advocacy campaigns to public audiences
- Strengthening organisational communications capacity and dissemination to amplify our impact
- Coordinate advocacy function across different divisions and teams to ensure joined up singular organisational voice

Responsibilities of C&A team members include:

- Supporting Programmes and Country teams in disseminating and amplifying their work in an impactful way
- Coordinating and facilitating IMPACT's external communications and advocacy to public audiences
- Managing the IMPACT website, mass mailing tools and social media channels
- Strengthening the organisation's visual identity, graphic charter and external engagement tools
- Developing capacity building tools, templates, guidance, and minimum standards

## SPECIFIC RESPONSIBILITIES

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

### Core tasks:

1. Ensure active and timely dissemination of core global external comms products through our key channels:
2. Translate research products into user-friendly, audience-specific pieces: social media posts, data visualisation, as well as IMPACT's website article and newsletters on an ad-hoc basis;
3. Design: developing and updating communication and visibility material (flyer, brochure, kakemono...) and supporting branding and visual identity workstream;
4. Support in the preparation and the reporting of IMPACT's participation in external events;
5. Ad-hoc translation of key external engagement tools and other communication products.

### Line management:

The intern will join the Communications & Advocacy team, which includes a manager based in Geneva and a specialist based in Dakar. He/She will be under the line management of the C&A Manager.

## PERSON SPECIFICATION

### The person we are looking for:

- Studies communications, graphic design, journalism or other relevant field and has an interest for the humanitarian and research field;
- Is enrolled in a Bachelor's or Master's degree;
- Has excellent written and spoken command of English and good working knowledge of either French or Spanish;
- Has strong writing, communications, publishing and editing skills – especially for social media;
- 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;
- Has experience and creative skills in graphic design and audiovisual production;
- Is passionate about communications and innovative ways of sharing and creating information;
- Has experience and a passion to learn copywriting, 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.

Please ensure you demonstrate through your CV and Cover Letter how you meet the person specification requirements for the role.



## COMPENSATION AND BENEFITS

### Compensation

*For this position, gross salary is 1'450 CHF monthly (before income tax). NB – IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 520 CHF per month is already included in the salary figure.*

### Remote Work

*Up to 40% of remote work on a weekly basis.*

### Insurance

*Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT + Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments*