

## **Internship opportunity "2019/Com - Communications Assistant" September/October 2019 – February/March 2020 at Forus' Secretariat**

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### **1. Background information**

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Forus (formerly the International Forum of National NGO Platforms - IFP / FIP) represents more than 22,000 organisations and brings together 69 national development NGO platforms and 7 regional coalitions in Africa, the Americas, Asia, Europe and the Pacific.

Forus' purpose is to contribute to the strengthening of national NGO partnerships in their own countries, to facilitate regional cooperation and to allow national civil society stakeholders to play an active role in international debate, particularly in relation to achieving the 2030 Development Agenda.

Forus' new communication strategy has been in development since 2017 and is linked to its international advocacy and capacity development activities towards its members: national platforms and regional coalitions. It's within this framework that Forus has redesigned its branding and communication strategy - especially its website <http://forus-international.org>

We are looking for an energetic, driven and creative person to join our team as an intern from 1<sup>st</sup> September 2019. Operating within a decentralized, multicultural team environment, you'll have the exclusive opportunity of bolstering an international civil society network and working closely with our Communications Manager.

Reporting to and supervised by the Communications Manager, the intern will be in charge of support services to all Forus communication activities.

### **2. Missions**

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- Production and customisation of digital content for all media channels operated by Forus (web, social media);
- Website updates, technical (updates, improvements - training will be provided), editorial (composition and delivery of copy), teamworking with all project stakeholders (members, partners);
- Quarterly newsletter editorial support via [MailChimp](#) (article suggestions, composition & translation, supervision);
- Production support for visual, graphic or video content;
- Assist in the translation of Forus' texts and statements;
- Assist in writing Minutes of meetings and drafting documents.

### 3. Profile

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#### Your profile

- Post-graduate diploma in Communications (Master's in Communications or university degree in Communications or Business School Studies);
- Interest in international affairs and the NGO sector

#### Skills requirement:

- Website and content management
- Social media management
- Copy writing
- Video production and distribution
- Translation
- Press relations (writing press releases/press kits/circulating press releases)
- Excellent knowledge of MS Office, InDesign, Photoshop
- Outstanding language skills:
  - Spanish, French and English: must be fluent

#### Personal attributes

- Autonomous
- Creative
- Good interpersonal skills, pro-active, gets on well on both an interpersonal and intercultural level, team player
- Gifted writer with an ability to summarize texts
- Meticulous eye for detail

### 4. Internship terms

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- Located in Paris (10th Arrondissement) or Cape Town (South Africa)
- Work placement
- Benefits: statutory pay
- Other benefits:
  - 50% reduction in travel costs
  - Daily luncheon voucher worth 8€, (60% paid by Forus)
  - Full-time (35 hours per week)
  - 6-month internship – preferred start date 1<sup>st</sup> September 2019 but can be postponed to October 1<sup>st</sup>, 2019 (negotiable).

Please send your application (including your CV and covering letter) by email to [recruitment@forus-international.org](mailto:recruitment@forus-international.org), quoting **2019/Com - Communications Assistant** - Offer valid until 31/10/2019.