

# **Internship opportunity "2021- 2022/Com - Communications Assistant September/October 2021 – Feb/March 2022 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 68 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 2018 and is linked to its international advocacy and capacity development activities towards its members: national platforms and regional coalitions. It has been updated in 2021 to meet the objectives of [the new 2021-2025 Forus' strategy](#). It's within this framework that Forus has redesigned its branding and communication strategy - especially its website : <http://forus-international.org> (June 2021.)

We are looking for an energetic, driven and creative person to join our team as an intern from 1<sup>st</sup> September 2021 ideally (or early October). 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 Managers.

Reporting to and supervised by both Communications Managers, 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);
- Participation in the development of communication/advocacy [campaigns](#);
- Website updates, technical (updates, improvements - training will be provided), editorial (redaction & contributions), teamworking with all project stakeholders (members, partners);
- Quarterly newsletter editorial support via [MailChimp](#) (article suggestions, translation, news' monitoring);
- Production support for visual, graphic or video content, [podcasts](#);
- Support in writing and pitching articles for editorial partnerships (Cafebabel, Cronistas Latinoamericanos etc.) ;
- 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, Canva, 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) and/or remote work
- Internship contract
- 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 2021 (or early October)

Please send your application (including your CV and covering letter) by email to [recruitment@forus-international.org](mailto:recruitment@forus-international.org), quoting **2021-22/Com - Communications Assistant**

**Offer valid until August 24<sup>th</sup>, 2021**