

Vacancy

Job Title: Internship – Communications Assistant

Location: Brussels

Duration: 6 months

Starting date: Ideally 16 August 2021

Direct line manager: Communications Officer

Technical manager (if applicable):N/A

About Protection International (PI)

Protection International (PI) is an International NGO that contributes to the improvement of the protection of human rights defenders (HRDs) throughout the world. PI provides tools to develop HRDs' capacity to manage their own security as they struggle against impunity and work in favour of human rights and democracy in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change and to an environment where they can exercise their right to defend human rights.

While Protection International's Global Team office is located in Brussels, Belgium, our work with HRDs reaches beyond Europe to Latin America, Central and Eastern Africa and South East Asia. We have a long-term presence in Colombia, Guatemala, DR Congo, Kenya, Thailand and Indonesia; and we work with local, grassroots partner organisations around the world.

Main Job Objective

Under the direct supervision of the Communications Officer, the Communications Intern supports the implementation of online communication initiatives in order to raise PI's profile in support of Human Rights Defenders at the EU and international levels. Alongside everyday activities, they will also support the Advocacy & Outreach Unit by creating content for PI social networks, online events and campaigns. They will be involved in activities related to a website migration and/or creation. They will help facilitate communication and exchanges with our offices worldwide. They will represent PI in external meetings, where necessary.

Main Duties and Responsibilities

- Update and daily management of PI's website and online content in English and French or Spanish ;
- Daily maintenance and management of PI's social media channels, mainly Facebook, Twitter and LinkedIn in English and French or Spanish ;
- Develop and create digital material (infographics, visual content and/or audiovisuals) to promote PI messages stemming from our advocacy and research work.
- Assist PI's field offices in producing accurate and timely content for the Global Team website and social media channels;
- Drafting reports on social media and website statistics
- Research and comparative analyse various web design and content solutions as required;
- Assist in drafting and editing briefs, press releases, articles, and general web-entries;
- Work in tandem with the advocacy team in drafting advocacy messages on social media for external actors;

- Assist in organising and filing PI's external communications products (e.g., advocacy statements, briefings, letters, etc.).
- Assist in layout and translations for PI publications (which are edited in English, Spanish and French);
- Assist in audio-visual production and post-production (filming, editing);
- Other translation, administrative and web-related tasks as required.

Job Requirements

Education:

- Bachelor's Degree in relevant field (communications, political science, human rights)

Experience:

- Prior experience managing social media and website content management systems (Drupal, Wordpress);
- Prior Internship or volunteer work in a similar communications post
- Experience in drafting newsletters and email announcements (mailchimp)
- Desirable experience or knowledge of graphic design and video editing software (Adobe Creative Cloud suite or similar)

Knowledge and Skills:

- Excellent writing, editing and storytelling skills
- Commitment to human rights, in particular the protection of human rights defenders and the Right to Defend Human Rights;
- Strong attention to detail and meticulous follow-up for assignments
- Collaborative and teamwork skills;
- Willingness to learn and a positive attitude
- Creativity
- An eye for graphic design
- Effective time management skills and respect for deadlines

Languages:

- Proficiency (C2 - [CEFR Levels](#)) in English or French; **and** fluency (C1 - [CEFR Levels](#)) in French **or** Spanish.

Other requirements:

- EU citizen or holder of a legal working permit for Belgium;
- Available to begin role as soon as possible.

We offer:

- A unique opportunity to learn about Communications and the Defence of Human Rights in a stimulating and multicultural working environment;
- The opportunity to support human rights defenders and interact with staff from around the world, growing your professional international network;
- 6 months paid internship under the Belgian labour law ([Convention d'Immersion Professionnelle](#));
- Meal vouchers;
- Paid monthly STIB card (public transport in Brussels) while working in Brussels office (not applicable when teleworking)

Application process

If you meet the above skills requirements and are interested in applying for this position, please:

- Send your CV and cover letter, in English, **by 16th July 2021** to recruitment@protectioninternational.org , mentioning Internship – Communications Assistant in the subject line.
- Include your name in the file name of your application documents, e.g. Maria_Smith_CV.doc.
- Submit names and contact details of three references together with your application. Do not attach any certificates or references at this stage of the recruitment process.

Applications will be reviewed on a rolling basis and the position will remain posted until a qualified candidate is selected. . **Only short-listed candidates will be contacted.**

Further information about Protection International is available on www.protectioninternational.org.

Protection International is an equal opportunity employer. The organization shall not discriminate and will take affirmative action measures to ensure against discrimination in advertisements for employment, recruitment and other conditions of employment, preventing discrimination against any job applicant or employee on the bases of race, colour, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.

Adhering to Protection International means to comply with our Code of Conduct & Ethics, Anti-Corruption Policy, as well as our Protection Policy against Harassment, Exploitation, Abuse & Discrimination.

Within Protection International female applications are very encouraged

Candidates' applications whose profile do not match this vacancy's criteria but matching criteria for other current or future vacancies will be kept in PI CV database and redirect accordingly.