

TASK DESCRIPTION

Title: Communications Intern

Reporting to: Communications Officer

Commitment: Part-time, flexible hours, 20–25 hours per week

Duration: Six months

Expenses: The position is an unpaid internship. PRI will reimburse travel expenses within London zones 1–6 and lunch expenses up to £6 per day on production of receipts (volunteer expenses policy will be provided).

Tasks include:

- Compiling and drafting PRI's regular newsletters and mailshots
- Helping to maintain PRI's website, including creating, uploading and reviewing content
- Creating content for and monitoring PRI's social media platforms (Twitter, Facebook and LinkedIn) and helping with recording and evaluating analytics
- Assisting with promoting PRI's work, publications and events
- Managing PRI's Info and Publications mailboxes and responding to and dealing with enquiries appropriately
- Helping to maintain PRI's database of contacts
- Assisting with other administrative tasks as requested

QUALIFICATIONS, SKILLS, ABILITIES, EXPERIENCE

Qualifications

Degree, or working towards a higher degree/masters, in a relevant subject such as communications, digital communications/marketing, journalism, English, etc.

Skills and abilities

Excellent writing and editing skills in English (other languages desirable)

Competent IT skills (Word, Excel, Outlook, Web)

Excellent interpersonal and communication skills

Ability to work independently, show initiative and work collaboratively in a team

Ability to manage a varied workload and conflicting demands effectively and meet deadlines

Good planning and organisational skills

Experience

Some experience of creating content for social media platforms, such as Twitter, Facebook and LinkedIn

Some experience of working in multicultural environments and cultural sensitivity in dealing with assigned tasks

Experience (desirable)

Experience of using content management systems and email marketing programmes

Understanding of information management, including use of databases and awareness of data protection regulations

Other

Commitment to human rights and PRI's mandate and values

Legal right to volunteer in the UK