Communication and Community Engagement Associate (internship)

Period: 01 April - 30 June 2020 (renewal upon available funding)
Applications due: 20 March 2020
Full-time, based in Geneva (Switzerland)

About the position:

In 2020, the APT will launch a new website, its 2020-2023 Strategic plan and new organisational strategy. This position offers a unique opportunity for recent graduates and/or young professionals to learn about, be involved in, and develop the communications and social media activities of the leading international non-governmental organisation working on prevention of torture. The Communication and Community Engagement Associate will cooperate with all staff at the APT, and be supervised by the Deputy Secretary General.

Key functions:

- Maintain APT’s website, through drafting and publishing online articles and videos.
- Manage APT’s social media sites – Facebook, Twitter and LinkedIn, including posting messages and monitoring developments related to APT mandate
- Coordinate the successful launch of APT’s new website, including testing and online launch
- Develop and coordinate the mailing of APT’s e-newsletter in English, French and Spanish
- Design graphics and images for social media and community engagement, as well as posters and flyers as needed
- Photograph APT events, edit photos, and post photos online
- Assist in the planning, coordination, and management of APT events in Geneva, as well as online
- Promote APT events and in-country activities
- Translation and proofreading, if applicable
- Any additional administrative support required for the implementation of APT’s activities

Requirements

- Be a student or recent graduate studying communications, marketing, journalism, or other relevant studies.
- Have excellent written and oral communication skills in English (native speaker level). Knowledge of Spanish and/or French, is desirable.
• Have previous experience in managing social media and websites
• Have strong command of Microsoft Office Word, Excel, and PowerPoint. Knowledge of Drupal a plus.
• Be rigorous and have strong planning and delivery skills.
• Be interested in human rights issues and non-governmental organizations
• Be flexible, self-motivated and able to work independently.
• Be able to work as a member of a team and willing to participate in a variety of tasks.
• Knowledge of publishing and photo softwares, such as InDesign and PhotoShop, and online programmes to design flyers and infographics, an asset.
• Swiss or EU citizenship or a valid work permit for Switzerland at the time of application is a pre-requisite

**Internship allowance:** 1'200 CHF / month

**Application process:**

Please submit a cover letter, resume, and short writing sample (maximum 1 page) by email to jobs@apt.ch by 20 March 2020. Samples of multimedia products, including posters, graphics, and videos, are also welcome. Please note that only short-listed applicants will be contacted for an interview.

APT welcomes applications from qualified individuals, irrespective of their race, religion, skin color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic. Our policies encourage a workplace free from discrimination and any form of harassment.