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The Global Campus Alumni Association is looking for a Communication Intern

The Global Campus Alumni Association is looking for a Communications trainee to join its team. This role offers the opportunity to learn about all aspects of communications and marketing for a 3-months period starting November/December 2014.

JOB PROFILE

GCA COMMUNICATION INTERN (Remote, Part-time, Unpaid)

Job title: GCA Communication Intern

Place within the GCA:

- Hierarchically & functionally accountable to the GCA Secretary-General (SG)
- Works from home (remote mode)
- Receives functional support regarding his/her functions and role from SG and other GCA Representatives and Board Members

Job dimension:

IT / Communication / Marketing support to the GCA Network via the use of GCA website, Social Media, Email, database

Job location: Home

Starting date: November 2014 (ASAP)

Duration: 3 months

Internship type: Unpaid, part-time (50%)

I Description of Work context

In the framework of a developing global network of 2,500 Human Rights Alumni who are part to the 6 Alumni associations of the Global Campus Initiative, the communication, outreach and marketing activities are growing exponentially and increasingly require dedicated attention and work.

II Core Responsibilities and Tasks

The Communication Intern will be a proactive team member and customer-focused person to assist with our internal and external communications, outreach, media work and market research activities.

The main tasks will include:

Planning and implementing small projects in close cooperation with the Global Campus Alumni

Regular contribute to update of the current E.MAlumni website

Support the development of the structure and content of the new GCA website

Work on the design, production and distribution of the GCA Newsletter

Contribute to the strategic structure of a new large database and lead in data entry, management and analysis

Contribute to the update and management of the Facebook page

Respond to individual enquiries via email

Participate to regular Skype meetings with the GCA associations

Engage in regular M&E and provide timely report of activities

III Benefits:

The internship is an unpaid position. However, as a GCA intern you will benefit from:

A unique work experience in a dynamic and international environment in a human rights and education context ;

Priority access to GCA/Alumni training programmes (i.e. mentoring scheme, career coaching etc.);

On-the-job learning in helping shape a young human rights organisation;

Regular one-to-one supervision and coaching from line manager;

Valuable contacts with members and partners on all levels and in many countries.

IV Requirements:

ESSENTIAL

Degree from one of the GCA Human Rights Master Programmes:

- European Master's (E.MA) Degree in Human Rights and Democratisation
- LLM/MPhil Human Rights and Democratisation in Africa
- European Regional Master's Degree in Democracy and Human Rights in South East Europe
- Master of Human Rights and Democratisation (Latin America and Caribbean)
- Master of Human Rights & Democratisation in Asia and Pacific Regional Program
- Human Rights and Democratisation in Eastern Partnership Countries

Enthusiasm for the Global Campus Alumni network's principles and goals

Reliable and fast internet connection

Proven knowledge of and practice of working with WordPress

Excellent communication and reporting skills

Accountable, reliable, sharp, attentive to the detail and ready to engage in regular supervision with direct supervisor

Pro-active / elf-starter, good team player, creative thinker, fast learner, flexible and adaptable

Ready for an online, remote and autonomous work, therefore not physically part of a team

DESIRABLE

English native speaker

Previous experience of website development

Previous experience in an IT / Communication position in an international network / association

Knowledge of and interest in working with softwares and programmes like Mailchimp, SurveyMonkey, Customer Relations Management tools, Doodle, Social media, Email

Knowledge of other languages

Previous active involvement with one of the Alumni association

V How to Apply:

Send your CV and a motivation letter to info@emalumni.org by **23 November 2014**,