

Internship -Description

Division:	Communication & Public Affairs	Reports to:	Head of the Communication & Public Affairs Unit
Duration	6 months	Starting on:	1 st of March 2020 onwards (or) 1 st of September 2020 onwards <i>(The exact period of the internship will depend on the current interns' rotation within the Unit and on the availability of the candidates)</i>

SUMMARY

The Communication Unit plays a central role in the Secretariat of the Union for the Mediterranean, as it coordinates the following areas of activity:

- Media relations
- Digital Communication
- Publications and Info tools
- Public affairs and high-level events (Senior Officials Meetings and Regional Forum)

The intern will assist the Communication Unit in the implementation of its work programme

PRIMARY RESPONSIBILITIES

The Communication intern will perform the following tasks:

- Draft, edit and translate content for communication purposes (brochures, reports, leaflets, news pieces, presentations, social media content, web pages and newsletters, among others)
- Assist in the organization of Senior Official Meetings, press visits and other relevant events
- Assist in the management of the website (Wordpress) and social media calendars
- Provide assistance in updating the UfM media list and following-up with journalists on media opportunities
- Keep updated relevant internal documents such as country factsheets, key facts & figures or frequently asked questions (FAQs) in the different UfM sectors of activity
- Help develop the institutional database of the UfM
- Coordinate the stock of branding material and publications
- Provide administrative support to the Communication Unit

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- **ESSENTIAL QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE**
 - Strong organisational and time management skills

- Attention to detail
- Excellent written communication skills: ability to write clearly and produce relevant and concise content
- Team spirit and enthusiasm, with the ability to work both independently and in a team
- Interest in Euro-Mediterranean relations and cooperation for development
- Excellent computer skills and mastering of office tools: word, excel, PowerPoint, outlook.

- **DESIRABLE QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE**

- University degree in communications, journalism, international relations, or other relevant discipline.
- Good management of graphic design and audiovisual tools as well as web content management systems (preferably WordPress) and social media will be an asset

LANGUAGES

Essential: Good command of English and a second UfM language (Arabic, French or Spanish)