

## Internship -Description

Division:	<b>Communication &amp; Public Affairs</b>	Reports to:	<b>Head of the Communication &amp; Public Affairs Unit</b>
Duration	<b>6 months</b>	Starting on:	April/May 2022 <b>onwards</b> (or) September 2022 <b>onwards</b> <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)