

Volunteering role: IDPC Communications Intern

Supervised by: IDPC Campaigns & Communications Officer

Purpose: To enhance IDPC's online presence supporting the implementation of the organisation's online communications strategy. To contribute to the smooth running of the work of the IDPC Secretariat through providing administrative and research support.

Duration: While the duration of your volunteering opportunity, as well as your time commitment, depends on your availability and capacity, we suggest volunteers consider a minimum period of three months; the idea being to ensure they fully familiarise with the communications tasks and duties and that there is space for feedback and progress.

Location: At the moment, due to the COVID-19 pandemic situation, we envisage this opportunity to take place remotely.

Expectations:

Communications

- To keep the IDPC website up to date with the latest news on IDPC and international drug policy developments, in several languages.
- To support IDPC's communications work around upcoming United Nations meetings on drugs
- To disseminate IDPC's news, publications and key messages via social media.
- To assist in identifying strategies to reach out to a wider audience.
- To conduct translations into relevant languages (if applicable).
- Other duties as required.

Research and publications

- To provide research assistance on drug policy issues.
- To ensure the efficient dissemination of IDPC publications through social media, Reddit, SSRN and daily newsletters.

Profile:

- Awareness of, and interest in, global drug policy debates.
- Excellent knowledge of Facebook and Twitter.
- Excellent spoken and written English.
- Good knowledge of an additional language is a valuable asset, in particular Spanish, French, Russian, Italian, Chinese or Portuguese
- Excellent IT skills, including a strong working knowledge of MS Office (Word, Excel), as well as working with databases and the Internet.
- Good interpersonal and communications skills.
- Ability to multi-task and work autonomously.

IDPC does not have the capacity to pay its volunteers. However, we reimburse travel costs and lunch expenses incurred during the volunteer's working days (against receipts).

Please send a CV and 1-2 paragraphs outlining why this experience is of interest to you to Juan Fernandez Ochoa (jfernandez@idpc.net). The deadline for applications is 28 August 2020. Shortlisted candidates will be invited to complete a simple task and an interview to take place on 7-11 September 2020.