

EVENTS & COMMUNICATIONS INTERNSHIP

An opportunity to learn in a dynamic global team seeking to address cross-border digital policy challenges and unlock the value of data for all.

Location: Remote based in France (full-time)

Start Date: 29 August 2022

Duration: 6 months

ABOUT THE INTERNET & JURISDICTION POLICY NETWORK

The Internet & Jurisdiction Policy Network is a multistakeholder organization addressing cross-border digital policy challenges. Supported by an international virtual secretariat, the organization convenes policymakers and shapers from governments, businesses, civil society and technical community to innovate and co-create resources and tools to support policymaking in the digital era. The organization acts as an incubation catalyst for cross-sectoral policy efforts including the Datasphere Initiative.

Read more about the Internet & Jurisdiction Policy Network:

<https://www.internetjurisdiction.net/>

ABOUT THE DATASPHERE INITIATIVE

The Datasphere Initiative is a global network of stakeholders building agile frameworks to responsibly unlock the value of data for all.

Data is growing at an accelerated pace and increasingly underpins, affects, and reflects most human activities. The Datasphere can be defined as the ecosystem encompassing all types of data and the complex dynamics between data, human groups, and norms. How we collectively govern the Datasphere will strongly determine the future of human society in the 21st century and our capacity to deal with major global challenges such as climate change, health, and energy. Now is the time to be bold and innovative in enabling the opportunities and addressing the challenges of the technological revolution around us.

Read more about the Datasphere Initiative: <https://www.thedatasphere.org/>

THE OPPORTUNITY

An exciting opportunity for a well-organized and creative individual that has a strong interest in learning digital tools and event organization skills. It is a unique opportunity for students who have an interest in event organization, social media, and who would like to help design and contribute to digital communication campaigns and conferences, engaging a variety of international audiences. The Internship will allow the candidate to embed themselves into a close-knit multi-cultural team that is passionate about data,

breaking stakeholder and sectoral silos and addressing inequality and governance challenges of our digital society.

MAIN RESPONSIBILITIES

EVENT ORGANIZATION

Supporting the organization of events engaging participants from governments, the private sector, and civil society from around the world.

- Track events related to the work of the Datasphere Initiative and the Internet & Jurisdiction Policy Network and identify potential partnership opportunities.
- Format and prepare conference materials such as agenda, participant lists, PowerPoint slides, and registration platforms.
- Attend virtual events and support note-taking of meetings.

DIGITAL COMMUNICATIONS

Contributing to the development of communications materials and social media strategies

- Support the implementation of the communications strategy (keep websites up to date, upload blog posts, preparation of press releases, online presence, etc.).
- Prepare, layout, clean, and proofread documents and reports.
- Update and monitor social media channels (LinkedIn, Twitter, YouTube, Instagram, Medium) and support the design and strategic planning of more complex social media campaigns ahead of major events.
- Track the metrics of Datasphere Initiative's and Internet & Jurisdiction Policy Network digital portfolio and publication downloads (website, social media, Google analytics).
- Schedule social media content on Tweetdeck prepared by the Events & Communications Coordinator.
- Review social media activity and make suggestions to engage in discussions.
- Contribution to and distribution of institutional and community newsletters.
- Prepare and present bi-annual communication reports.
- Draft and schedule a monthly newsletter (Zoho Campaign).

STAKEHOLDER RELATIONS

Providing administrative support to the Datasphere Initiative Network and team

- Update the CRM and contact lists including tagging, management, and cleaning of excel spreadsheets.
- Schedule meetings.

WHAT WE OFFER

- A creative, collaborative, and multicultural team.
- Exposure to an agile and dynamic work environment.
- Skill development in event organization and communications.
- Opportunities to meaningfully shape and contribute to the digital communications and events strategy.
- Work remotely.
- The internship is remunerated (Stipend: EUR 800/month)
- The working language is English.

WE WANT TO HEAR FROM YOU IF YOU ARE

- Enrolled in an undergraduate degree in communications, marketing, and/or events management.
- Are a team player with multitasking abilities.
- Excellent written and oral communication skills in English (other languages are a plus).
- Ability to present material clearly with attention to detail.
- An interest in communicating ideas in innovative ways.
- Strong attention to detail while meeting tight deadlines.
- Excellent excel skills and experience with client management software and tools.
- Interest in building digital skills (social media, analytics).
- Flexibility to juggle competing or changing deadlines and stay calm under stress.
- Professional and approachable manner.
- Must be based in France and be enrolled at a university during the time of the internship.

THINK YOU MIGHT BE A GOOD FIT?

Apply to be part of the Datasphere Initiative on the Internet & Jurisdiction Policy Network Careers section (internetjurisdiction.net/careers).

Please upload your:

1. Cover letter, explaining your motivations and qualifications and what you can bring to the position (2 pages max.)
2. Your CV
3. Contact details of two relevant references

Selected candidates will be contacted for an interview.