



**Web:** [www.internetjurisdiction.net](http://www.internetjurisdiction.net)

**Mail:** [jobs@internetjurisdiction.net](mailto:jobs@internetjurisdiction.net)

## WORK ON GLOBAL INTERNET GOVERNANCE IN PARIS

The Internet & Jurisdiction Policy Network is a Paris-based multistakeholder organization. Its Secretariat facilitates since 2012 a pioneering global policy process on how to address the challenge of handling the coexistence of diverse national laws in shared cross-border online spaces and prevent a fragmentation of cyberspace. The organization enables multistakeholder cooperation in order to develop new mechanisms that are as transnational as the Internet itself and guarantee due process across borders.

The Internet & Jurisdiction Policy Network has a high visibility in relevant international political processes, and actively engages high-level actors from over 200 key entities including states, the world's largest Internet companies, technical Internet operators, civil society organizations, international organizations and leading universities around the world. Its work has been featured in outlets including The Economist, Financial Times, Washington Post or Politico. To ensure the neutrality of the Internet & Jurisdiction Policy Network, its funding comes from a pool of respected entities including states, business, technical operators and non-profit organizations. The Secretariat's office in Paris is located in a fully renovated factory near the Canal St. Martin.

## THE POSITION

We are looking for a dynamic Events and Communications Assistant who will support the work of the Secretariat of the Internet & Jurisdiction Policy Network. As Events and Communications Assistant, you will become part of an innovative and successful Internet Governance organization in a fast-paced, global environment.

## RESPONSIBILITIES

### Events and Engagement

- Support the organization of physical meetings with key stakeholders around the world, including the 3rd Global Conference of the Internet & Jurisdiction Policy Network on June 3-5, 2019 in Berlin, as well as regional meetings and specific outreach events (invitations management, logistics, etc.)
- Support the organization of the policy work of multistakeholder Contact Groups of the thematic Programs of the Internet & Jurisdiction Policy Network (scheduling and organizing of virtual and physical meetings with stakeholders, calls, circulation of information)
- Assist in the engagement of stakeholders in the Policy Network, including through scheduling of calls and meetings.

### Communications

- Create and adapt content (blog posts, reports, audiovisual material etc.) for our main website and social media
- Craft and adapt graphic elements for our communications (digital, print, events)
- Ensure updating of information and the knowledge management of the new online collaboration platform of the Policy Network
- Proofreading and formatting of documents and publications

- Help create and execute communications campaigns
- Support the production of publications
- Reporting on meetings, including note taking and production of minutes.

#### Administration

- Management and updating of our internal contacts database, including with reports on meetings and interactions
- Support accounting and bookkeeping tasks
- Support general office management

Being based in Paris, our working language is English. The position can require occasional international travel.

#### REQUIREMENTS

- Minimum: Bachelor's degree in a relevant field with very good results
- Right to work in France
- Keen interest in the field of technology, innovation and international cooperation
- At least 2 years of experience in a similar role, preferably in an international context
- Aptitude for multitasking, ability to prioritise and juggle different tasks
- Excellent written and oral English skills (native speaker level required). A good command of written and oral French would be an asset.
- At ease with Microsoft Office and Google suite, as well as social media channels and tools
- Experiences with managing a CRM and using a CMS
- Basic knowledge of graphic design programs such as Adobe InDesign or Sketch

#### WHAT WE OFFER

- Work in a successful Internet governance organization with direct interactions with key global actors
- Small team, flat hierarchy
- Stimulating international work environment
- Modern office facilities in the heart of Paris

#### APPLY

The successful candidate will ideally start in September 2018 in the Secretariat of the Internet & Jurisdiction Policy Network.

To apply, please send a CV and cover letter outlining your motivation by August 3, 2018 to [jobs@internetjurisdiction.net](mailto:jobs@internetjurisdiction.net).

The subject line should be "I&J Events and Communications Assistant – First Name, Last Name".

Thank you for your understanding that only shortlisted candidates will be contacted.



**INTERNET  
& JURISDICTION**  
POLICY NETWORK



STATES



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PLATFORMS



TECHNICAL  
OPERATORS



INTERNATIONAL  
ORGANIZATIONS



CIVIL  
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