

INTERNSHIP: Digital Communications and Events

“A unique opportunity to contribute to an organization addressing some of the most important policy challenges of the digital 21st century by enabling international multistakeholder cooperation.”

Location: Remote

Start Date: January 2021

Duration: 6 Months

THE ORGANIZATION

The Internet & Jurisdiction Policy Network is the leading multistakeholder organization addressing the tension between the cross-border internet and national jurisdictions. Its Secretariat facilitates a global policy process engaging over 300 key entities from governments, the world’s largest internet companies, technical operators, civil society groups, academia, and international organizations from over 50 countries. Stakeholders currently work in three Programs (Data & Jurisdiction, Content & Jurisdiction and Domains & Jurisdiction) to jointly develop policy standards and operational solutions to pressing legal challenges at the intersection of the global digital economy, human rights, and security. The organization is also the home of the I&J Retrospect Database tracking global trends and the world’s first Internet & Jurisdiction Global Status Report.

The regular Global Conferences of the Internet & Jurisdiction Policy Network are institutionally supported by the Council of Europe, European Commission, ICANN, OECD, United Nations ECLAC, and UNESCO. Partner countries include France (2016), Canada (2018) and Germany (2019). The work of the organization has been presented to and recognized by key international processes, including the UN Internet Governance Forum, G7, G20 or the Paris Peace Forum, and covered in top media outlets such as The Economist, Washington Post, Financial Times, Politico or Fortune. The organization is financially supported by a uniquely diverse coalition of over 20 governments, companies, and organizations.

THE INTERNSHIP

The I&JPN Internship is an exciting opportunity for a well-organized and creative individual that has a strong interest in digital tools and communications. It is a unique opportunity for young graduates and students who have a passionate interest in event organization, diplomacy, and international collaboration, and who would like to help design and contribute to digital communication campaigns and virtual global conferences, engaging a variety of international audiences.



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The Internship will allow the candidate to embed themselves into a groundbreaking multistakeholder policy process in the internet governance field and work closely with an international team passionate about internet policy issues and facilitating multistakeholder cooperation.

THE POSITION

The six-month internship will offer an insight into the workings of a multistakeholder organization and an international virtual secretariat. It is thus a perfect opportunity for students with a keen interest in digital communications to apply their theoretical and technical skills. The candidate will be exposed to an agile and dynamic work environment, with opportunities to meaningfully shape and contribute to I&J digital communications and events strategy. The Intern will support the Communications and Outreach Manager in the communications of I&J Policy Outcomes, Status Reports, Multistakeholder Virtual Events, and delivery of the Network's Newsletter. The intern will also work with the Events Manager on the organization and delivery of I&J virtual conferences.

The position provides an opportunity to be part of I&JPN's digital presence and play a key role in disseminating I&J work products and services with diverse global audiences. The Intern will play an important role in creating powerful communications that amplify the voice of I&JPN and designing innovative virtual event formats. The Intern will have the opportunity to engage with actors who are addressing some of the greatest policy challenges of the digital 21st century. The internship provides a unique opportunity for on the job learning about internet governance and exposure to the relevant topics, processes, actors, and institutions. The internship is remunerated. The working language is English.

THE WORK

- Assist in the coordination and execution of the different I&J communications efforts.
- Support the Communications and Outreach Manager in preparing, layout, and proofreading documents and reports.
- Keeping the I&J website up to date.
- Update and monitor social media channels (Facebook, LinkedIn, Facebook, YouTube, Flickr) and design the strategic planning of more complex social media campaigns ahead of major events.
- Contribution to and distribution of a monthly institutional newsletter.
- Design of social media graphics, website illustrations, and other communication items (posters, banners, pictures etc.).
- Support the production of short digital videos for the website, social media, and events organized or attended by the Secretariat.
- Support the Events Manager in the organization of innovative virtual events engaging participants from around the world.
- Assisting with the organization of conference invitation lists and following up with speakers.
- Formatting and preparing conference materials such as agenda, participant lists, and PowerPoint slides.

ELIGIBILITY

- Enrolled in a Masters program or final year of an undergraduate degree in communications, marketing, and/or events management
- Team player and positive attitude.



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- Excellent written and oral communication skills in English (other languages are plus).
- Strong attention to detail while meeting tight deadlines.
- Proven digital skills (previous experience with social media strategies, analytics, and CRMs), knowledge of video editing with the Adobe Creative Cloud would be a plus.
- At the forefront of emerging digital trends, with an openness to constantly improving digital knowledge and skills.
- Great graphic design skills (proficient use of Adobe InDesign and/or Sketch is desired).
- Flexibility to juggle competing or changing deadlines and stay calm under stress.
- Professional and approachable manner, experience of working in a multicultural environment.
- Must have the right to work in the EU and be enrolled at a university during the time of the internship.
- Basic understanding of web design including HTML and CSS would be an advantage.

APPLY

Please upload your

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

On the I&J Careers section (internetjurisdiction.net/careers)

Selected candidates will be contacted for an interview.



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