

Communications & Development Internship

About Defence for Children International (DCI):

Defence for Children International (DCI) is a child rights-focused and membership-based grassroots movement placing all members on equal footing. Created during the International Year of the Child (1979), DCI coordinated the NGO input for the drafting of the United Nations Convention on the Rights of the Child (UNCRC) - the most widely ratified human rights treaty in history. DCI's mandate is to ensure ongoing, practical, systematic and concerted action directed towards effective implementation of the human rights codified in the UNCRC, by means of its effective coordination between different levels (national, regional and international) and its active membership within key networks and fora. DCI counts with over 30 grassroots organisations (National Sections and Associated Members) involving over 300 trained and specialised local staff and volunteers, who contribute daily to defend and protect the human rights of children.

For more information see www.defenceforchildren.org

Job Description:

- Job Title: Communications & Development Intern
- Position type: 40 hours/week (100%)
- Duration: 6 months
- Starting date: January 2024
- Location: DCI International Secretariat based in Geneva, Switzerland
- Internship allowance: 600 CHF (Swiss social charges will be deducted from this amount)

Roles & responsibilities:

The intern will be carrying out the following main activities, among others:

- Support the internal and external communication through drafting concise texts and translating texts and documents as necessary
- Support the production of DCI communication materials: E-member news, external newsletters, leaflets, brochures, flyers, etc.
- Updating the organisation's websites and social media as necessary
- Support the production of the Annual Report
- Support the development and management of DCI's SharePoint platform
- Assist in monitoring and reporting on project activities
- Conduct background research on specific issues
- Liaise with DCI National Sections, particularly in the context of DCI's communication activities
- Assist the DCI International Secretariat in all communications, fundraising and outreach activities.

The International Secretariat is particularly working on the following **priority themes** of the Strategic Framework:

- Justice for Children

- Deprivation of liberty
- Violence against Children
- Children on the Move
- Children and Armed Conflict
- Gender
- Child Participation

Qualifications & Education requirements

Enrolled for the duration of the internship in a university degree in communications, journalism, international relations, human/child rights, or related field, with strong communications and fundraising skills.

Be able to obtain a tripartite internship agreement with the enrolled university that allows for you to work 40 hours per week.

Preferred Skills:

- Good communication skills, especially written drafting and editing
- Good knowledge of website management and related software (WordPress, Elementor)
- Knowledge of fundraising techniques for civil society (events organisation, crowd funding, approaching the private sector, dealing with donors ...)
- Experience with newsletter softwares (SendinBlue)
- A good understanding of the functioning of the United Nations human rights mechanisms
- An excellent command of both written and spoken English as well as very good skills in Spanish; other DCI languages and translation experience welcome (French or Arabic would be an asset)
- Fully computer literate; skilled and confident user of Microsoft 365; knowledge of SharePoint will be a distinct advantage
- Intercultural and interpersonal sensitivity and ability to represent DCI professionally in international fora
- Proactive and can-do attitude, readiness to help other team members as necessary.

We offer:

- Insight into the internal and external working of a global grassroots Movement
- Insight into the United Nations' human rights mechanisms and how NGOs can influence international policies
- Insight into the work of National Sections' in 30 countries across the globe
- International working environment and being part of a small but dynamic team: your motivation decides the role and responsibilities assigned to you
- Links to other key child rights organisations working in Geneva.

All DCI-IS staff and representatives are required to respect the [DCI-IS child safeguarding policy](#) in their position and in their private life.

DCI is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of sex, age, disability, gender identity, or ethnicity.

Applications:

Interested candidates meeting the qualifications are invited to e-mail their **curriculum vitae** (max. 2 pages) and an **application letter** (max. 1 page, indicating your preferred starting date) in English, to: dcirecruitment@defenceforchildren.org (with the subject line "Application Internship: Communications"). Only complete applications will be considered. Recruitment will be on a rolling basis until the position is filled. Please note that due to the high number of applications, we will not review incomplete applications and only short-listed candidates will be contacted.