To R COMMUNICATION INTERN, EDITOR & PARTNERSHIP COORDINATOR (M/F)

ABOUT ISS:
The International Social Service (ISS) is an international NGO founded in Geneva in 1924; today a network of national entities in more than 120 countries and a General Secretariat (ISS-GS) that assist children and families confronted with complex social problems as a result of migration. ISS is active as well in Global advocacy and related programming in children rights

Find out more: www.iss-ssi.org

Facebook page: https://www.facebook.com/ISSGeneralSecretariat/

ABOUT CONNECTAID:
Developed by specialists in humanitarian & development aid and computer programming, ConnectAID is a combined humanitarian social media network and crowdfunding platform dedicated to sustainable development, meant to increase impact of humanitarian action.

ConnectAID, the International Solidarity Network is preparing for its official launch, in partnership with ISS.

Find out more: www.connectAID.com

Facebook page: www.facebook.com/TheInternationalSolidarityNetwork/

GENERAL JOB DESCRIPTION:
ISS and ConnectAID work as partners to communicate about their various projects and programs. In order to achieve their goals, they team up to collect funds and ensure adequate resources to fulfil their social and humanitarian impact on local communities and specifically on families and children in forced migration.

To assist us in consolidating our collaboration, we are looking for an experienced person to act as a link between the two structures, coordinating essential aspects of daily communications related to ConnectAID and ISS projects.

The internship would ideally start in September/October 2019, for a minimum of 6 month, 60% to 100%.

The candidate should be able to work in Geneva (work permit, EU national, etc.).*

This unpaid internship will be validated by the Swiss based NGO ISS, under ConnectAID’s guidance and close supervision.

*applicable to internship as well
SPECIFIC RESPONSIBILITIES:
Consulting with, and as directed by ConnectAID’s and ISS’ CEOs:

1. Serve as a coordinator between the two structures;
2. Be responsible for English copy-editing and proofreading, ensuring user-friendly, quality content on the platform;
3. Collect information from the field and draft social media messages about the projects’ progress and updates;
4. Draft communication packages for ISS projects on ConnectAID;
5. Communicate the International Solidarity Network’s purpose, value and importance in forums as needed;
6. Develop social media content on a weekly basis (ISS Facebook page, LinkedIn, etc.), draft blogs, articles, content for newsletters;
7. Assist with ISS and ConnectAID website development and content if requested;
8. Provide translation when needed (French to English, and English to French);
9. Time permitting, conduct any other task considered as priorities by both organisations to ensure the success of the project and partnership.

REQUIRED SKILLS:
- English mother tongue (C2 fluency);
- Strong interest in socio-humanitarian and development initiatives;
- Strong incline to & interest in social media;
- Proficiency in writing and editing;
- Undergraduate, graduate, or post-graduate experience in communications;
- Excellent organizational skills.

PREFERRED SKILLS:
- Fluent in French a plus;
- Translation skills;
- Graduate degree in communication a plus;
- Computer literacy.

CONTACT:
If you are interested in contributing to concreate social impacts by joining the Secretariat’s NGO and the innovative start up, please send your CV and motivation letter to both contact(at)ConnectAID.com AND info(at)iss-ssi.org. We thank all applicants for their interest; however, only short-listed candidates will be contacted for interviews.

LOCATION:
ISS Headquarter based at Quai du Seujet 32, 1201 Geneva, Switzerland, with occasional trips to Annecy, France. Possibility of teleworking if needed.

APPLICATION DEADLINE: 15th September 2019