

## VACANCY: Communications Intern

### Introduction

The Global Campaign for Education (GCE) founded in 1999, is a global civil society movement working to end the education crisis. GCE members bring together civil society organisations, NGOs, teacher unions, child rights activists, parents' associations, young people and community organisations who work together in coalition in nearly 100 countries. GCE promotes education as a basic human right, mobilises the public to put pressure on governments and the international community to fulfil their promises to provide free, compulsory, high quality public education for all.

### Short description

The Global Campaign for Education (GCE) is seeking to recruit for the following position: **Communications Intern**

<b>Job purpose:</b>	GCE is celebrating this year its 20th anniversary. The movement started in 1999 by a few organisations rapidly grew to a worldwide network. The intern will support the Communications team by leading the 20th anniversary project, including but not limited to liaising with members and founders of the movement, selecting and managing providers and organising the 20th anniversary launch event in Tunis. The position will be key to the success of the 20th anniversary celebration around the world.
<b>Location:</b>	Johannesburg, SA
<b>Salary Range:</b>	Internship stipend
<b>Reporting to:</b>	Communications Officer and Head of Campaigns and Communications
<b>Employment Type:</b>	Fixed-term internship with possibility of renewal, to commence ASAP until 31 <sup>st</sup> December 2019

### Duties and responsibilities:

#### *Internal & Members Communications:*

- Liaising with members and key stakeholders in the movement to gather relevant materials for the 20th anniversary of the movement.

#### *Content production*

- Write a draft outline of the movement's 20th anniversary report.
- Oversee the work of the providers (video editors, graphic designers, printers).
- Support the production of relevant publications, including design and proof-reading where required.
- Oversee the translation of all communications materials in each of GCE's five official languages.
- Ensure that communication material produced adheres to editorial policies and are in line with the identity guidelines across all platforms.

#### *Event organisation*

- Overseeing the preparation and organisation of the launch event in Tunis: preparing invitation letters for the audience, working with the Communications Officer to target and contact media.
- Attend to the logistics of the event in coordination with the Tunisian Education Coalition (catering, branding, room reservation, run of show) and the Communications Officer.

#### *Digital Communications*

- Proposing and delivering a social media campaign for the event.

### Qualifications and Key Competencies:

### *Essential*

- An interest for NGO work and understanding of GCE's core values, principles and mission to promote the right to education.
- A degree or student in social sciences, journalism/public information, communication or other related fields
- Previous experience in communications, project management and event organisation.
- Previous experience in writing reports.
- Previous experience in recruiting and supervising providers (designers, videographers, video editors)
- Ability to express clearly and concisely ideas and concepts orally, outstanding writing skills.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Fluency in written and spoken English and strong writing and communication skills
- Excellent interpersonal skills over email, by phone and in person.
- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Rigorous, attentive to details, self-starter, autonomous and able to manage own workload efficiently.
- Ability to travel.

### *Desirable*

- Experience at the international level or an international organisation
- Competency in one or more of GCE's other official languages - Spanish, Arabic, Portuguese, French.
- Working knowledge of design software (InDesign, Illustrator, Photoshop) and basing coding skills (HTML)
- Working knowledge of video editing software.
- Experience of working in global networks or coalitions.
- Experience of working with GCE member coalitions.

## **Application process**

For further information on GCE, please visit our website: [www.campaignforeducation.org/](http://www.campaignforeducation.org/). To apply for this position, please submit your application letter and a CV (**2 pages maximum**), including at least two references and links to relevant materials, to [jobs@campaignforeducation.org](mailto:jobs@campaignforeducation.org) on or before the closing date: October, 13th 2019. Please indicate the job title you are applying for in the subject line of the email.

- GCE is an equal opportunity organisation and everyone is encouraged to apply.
- Please note that due to high volumes of applications that we receive, only complete applications will be considered and only shortlisted candidates will be contacted.
- GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.