



VACANCY

Job Title: Part Time Communications and Social Media Intern.

Location: London

Next available volunteering role: October / November 2023

The Democratic Progress Institute (DPI) is seeking to welcome volunteers to work within the Institute's Programmes Team. Key areas of focus include conflict resolution and democratic transition processes in Turkey and Syria. Each volunteer will have the opportunity to work closely with – and learn from – the Programme Team in planning and implementing DPI project activities, which include roundtable meetings in the region and international comparative study visits, as well as conducting project related research in the Institute's main areas of interest, which include governance and constitutional reform; DDR and SSR; gender and conflict; the role of the media in conflict resolution and democratic reform process; and transitional justice among others.

DPI seeks candidates with a strong interest in international relations, conflict resolution and democracy building.

These volunteer placements begin on a rolling basis and typically last three to six months, are unpaid. A daily stipend is provided for lunch expenses. The successful candidates are likely to be current or recent postgraduates or at post-doctoral level.

Background

Under the supervision of the Programmes Team; the Communication and Social Media Intern will be expected to provide support to the communication functions and activities for DPI.

Duties and Responsibilities

Assist the Programmes Team in the following:

- Support in the preparation and generation of social media content for DPI social media platforms.
- Prepare social media analytics reports on regular basis.
- Support the social media coverage of DPI's events and conferences.
- Assist in the logistical and communication preparations of key events and activities in coordination with the various teams.
- Provide support in producing videos and infographics capturing key messages of DPI's work around the world.

- Assist in planning and implementing new campaigning opportunities that promote DPI's mandate.
- Assist in writing press releases, human and success stories and feature articles related to the various projects and activities/events.
- Assist any other duties as may be deemed necessary.

Candidate Profile Project Skills:

The successful candidates may be invited to attend external conferences and DPI activities both in Turkey and elsewhere, and to write briefs and take detailed notes on behalf of the Institute, with a view to help in post eye catching visuals on social media.

Experience in Social Media strategy development and the use of various social media platforms will be essential. Skills in graphic design, photoshop and video editing as also required.

Projects involve a high level of external communication with the diverse stakeholders engaged with DPI's work, therefore excellent written and verbal communication skills are essential.

IT skills are essential (Word, Adobe, PowerPoint) and project management experience is welcome.

DPI's Programmes Team operates within a fast paced environment, often planning and implementing ambitious projects to tight deadlines and within high pressured contexts on the ground. It is important that the successful candidate is self-motivated and able to work successfully independently and with minimal supervision.

The successful candidate will demonstrate a proven interest in and knowledge of DPI's areas of focus; namely conflict resolution and democratic advancement (including but not limited to the MENA region).

Please send an email with the subject line 'Social Media Volunteer' along with your CV, a covering letter stating your interests, experience and availability, and a sample of your work to:

operations.support@democraticprogress.org

Telephone: (0) 207 405 3835

For virtual internships no visa requirements are necessary. However if the intern intends to be in the UK we can only offer positions to interns who already have a right to work in the UK.