

COMMUNICATIONS INTERN

About the Position: The Eliminating Child Labour in Tobacco Growing Foundation (ECLT Foundation) seeks a skilled, energetic and proactive Communications Intern to assist the Communications and Advocacy Programme Coordinator. The Intern will support the Communications and Advocacy Programme Coordinator to implement communications strategies and activities that engage global, national and local stakeholders - in order to build a deeper understanding of the root causes of child labour in tobacco growing and agriculture, and to help inform public discourse on good practices, which are having a positive impact in the fight against child labour.

This position is a one-year paid internship opportunity at ECLT Foundation headquarters in Geneva, Switzerland. ECLT offers interns a dynamic work environment, opportunities for professional growth and a generous stipend to cover basic living expenses.

About the ECLT Foundation:

Founded in 2000, the Eliminating Child Labour in Tobacco-Growing (ECLT) Foundation is committed to pursuing collaborative solutions for children and their families that combat the root causes of child labour in tobacco-growing communities. We work to strengthen communities, improve policies, and advance research so that tobacco-growing communities can benefit from agriculture while ensuring that their children are healthy, educated, and safe.

Main duties and responsibilities:

The Communications Intern will work under the direction of the Communications & Advocacy Programme Coordinator to:

- Research, draft and edit content for ECLT public communications including website, emails, social media, videos, and reports; Update organization-wide content calendar
- Develop communications materials like videos, power point presentations, infographics, branded photos, etc.
- Track relevant media about child labour in agriculture and update internal lists
- Maintain and update media libraries and contact lists
- Assist in preparation, planning, and participation in work-related meetings
- Support in administrative tasks (about 15%) and/or other tasks, as assigned

Qualifications and experience required:

Education:

Recent graduate or currently enrolled student in communications, journalism, advocacy, international relations or other social sciences are desirable

Experience:

- Previous experience in an international, multicultural environment is desired
- Demonstrated experience in writing, developing (and or assisting in the development of) communications across various of platforms, including web and social media

Making a better life for children in tobacco-growing communities

Rue Jacques-Dalphin 14, 1227 Carouge, Geneva, Switzerland

+41 22 306 14 44, www.eclt.org

Competencies:

- Good written and oral communication skills in English; experience in the design and editing of digital and print materials a plus
- Excellent computer skills; familiarity with Wordpress, Adobe Creative Suite and Sharepoint a plus
- Proactive and willing to learn
- Able to meet deadlines and targets
- Ability to work effectively as a member of a team

Values:

Embodies ECLT Foundation values: Transparency, Accountability, Integrity, Sustainability

Languages:

- Native-level or equivalent in written and spoken English and proven drafting skills required
- A knowledge of other languages, particularly those spoken in countries where ECLT Foundation operates is an advantage.

Work Permit: Due to current regulations only Swiss and eligible EU citizens, or those with a valid work permit for Switzerland can be considered.

How to apply:

Please send your application to eclt-jobs@eclt.org by 20 April with the subject line ECLT Communications Intern

Applications should include:

- A cover letter, which describes your interest, qualifications, and experiences, maximum 1 page
- Resume / CV
- Submit link to LinkedIn Profile
- Upon Request- Submission of written work and references