
Communications and Marketing Internship



Based at:	INTRAC office, Oxford
Hours/days per week:	2-3 days a week
Start/end date:	As soon as possible, for a period of 2-3 months
Support provided:	Lunch and local travel allowance
Application deadline:	The internship position will be filled as soon as a suitable candidate is identified

About INTRAC

We are an independent not-for-profit organisation, dedicated to strengthening the effectiveness of civil society across the world to challenge poverty and inequality. Our vision is that people are able to come together and to organise in forms that are effective, sustainable, and legitimate in their own societies.

About the role

As part of our 25th anniversary, we have launched a new branding and website and will be organising different events and producing a brief documentary. This placement, available immediately, offers practical insight into the communication and marketing work of a small, busy organisation which supports civil society worldwide.

Key responsibilities

1. Support the Communications and Marketing Officer in updating and maintaining INTRAC's new website (www.intrac.org) and our social media channels.
2. Assist with the development of new marketing tools, ensuring appropriate implementation of the new branding throughout the organisation.
3. Help the Communications and Marketing Officer and the Research team with the coordination of INTRAC's 25th anniversary special events, including the production of a brief documentary.

About you

- You have experience with WordPress and an interest in social media. Good knowledge of audio and video editing tools, such as Adobe Premiere or Adobe Audition, is an asset.
- You are good at compiling material and data in forms that enable others to continue to work with your results efficiently, and communicate key messages to external audiences.
- You have a degree in a relevant area of studies, such as media and communication studies, marketing, web design and development, international civil society, or international relations.
- You are a quick thinking and thorough working individual with attention to detail and understanding of the need for confidentiality.
- You can cope with multiple demands and work independently on the basis of allocated tasks and priorities.
- You have fluent oral and writing skills in English.

How to apply

To apply please write a **formal cover letter** explaining your suitability for the role and how it fits into your personal development plans over the next years. Please also send us a full up-to-date **CV**. Filenames should start with your last name.

Applications should be sent by email to info@intrac.org.

We welcome applicants from all backgrounds of society.

INTRAC and the role is based in Oxford and will reimburse reasonable local travel expenses and lunch costs. Working hours are flexible between 08 30 and 17 30.

INTRAC is unable to offer paid employment to interns at the end of their internship. However, we do aim to offer interns rich and valuable work experience, in a friendly and dynamic environment. Supervision and mentoring is provided, and the intern is treated as a regular employee throughout the duration of the placement.