



# JUSTICE RAPID RESPONSE

## JRR Internship (part-time)

### Communications Support

#### *Terms of Reference*

Justice Rapid Response is an intergovernmental initiative that provides trained and rapidly deployable criminal justice and related professionals at the request of the international community to investigate, analyze and report on situations of serious human rights and international criminal law violations. Justice Rapid Response's Secretariat carries out the organization's activities and is based in Geneva, Switzerland with a liaison office in New York. For further information, please visit our website <http://www.justicerapidresponse.org/>

#### **The Internship**

Justice Rapid Response is currently looking for a part-time intern to join our team in Geneva for a period of 6 months starting mid-September 2020. The Communications Intern will be a member of Justice Rapid Response's Communications and Public Partnerships Unit and will be under the supervision of the Public Communications Officer. The goal of the Communications Unit is to create external-facing messaging and content to increase the visibility of the organization and bolster a positive reputation of its work. Among the tools is online content, including audio-visual material, as well as select outreach opportunities – including webinars – that allow the organization to leverage pre-existing platforms by collaborating with partners to access broader audiences.

This part-time position offers the possibility to learn about international justice as part of a small dynamic organization. There will be ample opportunity for the successful candidate to try new tasks and hone their public relations and writing skills in addition to carrying out the technical skills required by the position.

#### **Duties and Responsibilities**

Under the direct supervision of the Public Communications Officer, the Intern will support the following areas:

##### **1. Technical support**

- Zoom: logistical and technical support for webinars
- Twitter: monitoring and expansion
- Wordpress: helping to upload web stories, as well as to draft and compile new content, monitor traffic
- Updating media lists
- Mailchimp: support compiling newsletter

##### **2. Writing and research support**

- Support on compiling and writing the Annual Report
- Support on updating website content

### 3. Storytelling, reporting

- Support Communications Unit and programmes in generating story ideas for public visibility
- Media monitoring
- Writing articles and taking notes on events as necessary

### Qualifications

- Student (currently enrolled) studying Communications, Journalism, International Relations, Social Sciences, International Law;
- Fluency in written and oral English, another UN language would be an asset.
- Strong writing skills
- Strong computer and web skills (Excel, Wordpress, Twitter, Mailchimp, Zoom)
- An interest in international criminal law, international humanitarian law and/or international relations would be an asset.

### Competencies

**Professionalism:** ability to identify issues, analyze and participate in the resolution of issues/problems; to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; to show commitment to the organization and its goals; to respect deadlines; to achieve results; to show persistence when faced with difficult problems or challenges; to handle stress; to demonstrate professionalism in interactions with colleagues and external actors.

**Communication:** ability to speak and write clearly and effectively; to listen; to interpret messages and respond appropriately adapting tone and style to interlocutors; to ask for clarification when required; to transmit relevant information; to demonstrate cultural sensitivity and openness; to communicate diplomatically.

**Organization:** ability to multi-task and to use time and resources efficiently.

**Flexibility:** ability to demonstrate flexibility necessary to a small and efficient organization; ability to accommodate to the needs of the organization to achieve its goals.

### Application process

Please send your CV and a cover letter outlining your interest and indicating your availability to:

[secretariat@justicerapidresponse.org](mailto:secretariat@justicerapidresponse.org)

Please note that only shortlisted candidates will be contacted.

**Deadline for applications:** Friday 11 September 2020

**Anticipated Starting date:** end of September 2020

**Location:** Justice Rapid Response Geneva Office

**Salary:** Unpaid internship but a stipend will be paid to contribute to living costs in Geneva