

CIFCA

Iniciativa de Copenhague
para Centroamérica y México



COMMUNICATION AND ADVOCACY INTERNSHIP CIFCA

Job Title: Communications and Advocacy Intern

Location: Brussels - Belgium

Duration: 4 -6 months. Starting date: end of August/beginning of September 2017

Conditions: The internship is unpaid but the network is committed to reimbursing some of the daily basic costs (such as transport).

OBJECTIVE:

The Communications and advocacy internship at the secretariat of the European network [CIFCA](#) (Copenhagen Initiative for Central America and Mexico) in Brussels provides opportunities for graduate and postgraduate students or young professionals to gain an insight into the institutional and political life of a civil society organizations working on EU policies with Latin America. In particular the intern will gain knowledge in advocacy and communication work in the field of human rights and sustainable development. The selected candidate will be part of a small team at the secretariat in Brussels and be expected to engage in a flexible manner in a number of different activities and tasks, in accordance to the job description here below.

ABOUT CIFCA:

Founded in 1991, CIFCA is as a pluralist network of 33 European civil society organizations that promote solidarity between the people of Central America, Mexico and Europe. The members include NGOs, human rights organizations and solidarity committees. The network aims to promote participatory European policies that contribute to the respect of human rights, democracy and sustainable development in Central America and Mexico. To this purpose, CIFCA engages in advocacy with European institutions, monitors EU policies and the situation of human rights and sustainable development in Central America and Mexico, facilitate consultations and dialogue between the EU and civil society and engage in strategic alliances with other civil society actors.

JOB DESCRIPTION

COMMUNICATION:

- Provide support to the implementation of a social media campaign (facebook/ twitter/ website) ahead of the EU –CELAC summit and the related civil society activities (September –October 2017).
- Contribute to developing communication material for the network, both for its advocacy work as well as fundraising.
- Assist in drafting and editing briefs, articles, press-releases, and general web entries (EN and SP) in particular regarding the EU CELAC summit and related civil society meetings.

ADVOCACY:

- Preparing and participating in advocacy and civil society consultation meetings with EU institutions (European Parliament, EEAS, DEVCO, member state representations) on EU policies and their impacts on human rights and sustainable development in Central America/Mexico

CIFCA

Iniciativa de Copenhague
para Centroamérica y México



- Preparing, participating in and ensuring follow up to coordination and strategy meetings with network members and other European and Latin American civil society organization.
- Assist in drafting and editing different EU policy documents (letters, briefs and communications) on issues related to the promotion of human rights and sustainable development, inter alia ahead of the EU CELAC heads of state summit.
- Represent the network in public events and fora in Brussels

OTHER:

- Assisting with administrative tasks such as note taking, editing, update of database, logistical support to advocacy and instructional meetings (General Assembly, board meetings etc)
- Update and management of CIFCA's website and social media channels

SKILLS

Required:

- Knowledge of the current socio-political and human rights context in Latin America and in particular Central America and Mexico
- Higher level studies in relevant field, such as political science, human rights, or communications
- Basic knowledge of the EU institutions
- Excellent writing, editing and story-telling skills
- Experience in managing social media and website content management systems (Wordpress)
- Fluent in spoken and written English and Spanish
- Ability to work in a multicultural and flexible environment.

Preferred:

- Experience in advocacy at the level of the European Union and/or communication work for civil society
- Work experience with civil society movements in Europe and/or Latin America
- Knowledge of graphic design software (Photoshop, InDesign)
- Working knowledge of French

To Apply

To apply for the position please send your resume (CV), cover letter (1 page), before 25th of June 2017 to the following email: cifca@cifcaeu.org and include the subject line: "Application for Communications and Advocacy Intern".

Shortlisted candidates will be contacted by 1st of July 2017 and the interviews (skype or in our office)will take place shortly after. The position is open to persons legally entitled to work in the EU/Belgium.