

The cidse secretariat is currently looking for a:

**INTERN in Advocacy and Communications at CIDSE**  
March 2022 – July 2022, European Leadership Programme (ELP)

CIDSE is an international family of Catholic social justice organisations working for transformational change to end poverty and inequalities, challenging systemic injustice, inequity, destruction of nature and promoting just and environmentally sustainable alternatives. As part of our mission, we follow international processes to advocate for our messages of justice.

The intern will work directly with the advocacy officers working on corporate regulation and extractives. He/she will also support the communications team in story-telling activities, in particular through the creation of social media content.

**TASKS AND RESPONSIBILITIES:**

- Support the work of CIDSE Advocacy Officers on corporate regulation, including by conducting background research, drafting notes and letters, preparing briefings, etc.;
- Support the work of the communication team by creating social media content, drafting and editing articles, formatting and proofreading documents, etc.;
- Support with tasks related to both internal and external meetings and online events (including technical management, logistics, notes, invitations, etc.);
- Attend meetings with allies, and report back on events attended;
- Follow policy processes including the UN Binding Treaty, the EU Sustainable Corporate Governance Directive, and ensure information sharing and coordination with partners and allies;
- Provide other support to day-to-day tasks.

The Intern will work also with the rest of the team to immerse themselves in the work of CIDSE, understand our mission and activities, and dive into our systemic change approach. The Intern will participate in staff and team meetings.

**PROFILE:**

- Academic degree in a relevant field such as Law, International Development, European Affairs, Economics, Political Science, International Relations or Communications;
- Strong interest in the field of business and human rights and corporate regulation policies at the EU and international level;
- Good understanding of international relations, human rights, corporate regulation, corporate impunity and systemic change;

- Creative and social media savvy; able to create effective messaging and use social media creation and management tools;
- Able to work in an international and culturally diverse team and work culture.

**SKILLS:**

- IT skills: confident user of all Office applications, graphic design skill, video editing and Word Press are an asset;
- Strong analytical skills, ability to work independently and deliver results with minimal supervision;
- A quick learner with a positive attitude and pro-active approach. Ability to multitask, prioritize and manage time effectively in a busy office environment;
- Excellent English both oral and written. Additional languages are an asset.

