

## Volunteering role: IDPC Communications Intern

**Supervised by:** IDPC Campaigns & Communications Officer

**Purpose:** To enhance IDPC's online presence supporting the implementation of the organisation's online communications strategy. To contribute to the smooth running of the work of the IDPC Secretariat through providing occasional administrative and research support. To strengthen the communications and analytical capacities of volunteers in relation to drug policy reform.

**Duration:** While the duration of your volunteering opportunity, as well as your time commitment, depends entirely on your availability and capacity, we suggest volunteers consider a minimum period of three months, to ensure they fully familiarise with the communications platforms, tasks and duties, and that there is space for feedback and progress.

**Location:** This opportunity will take place remotely.

### **Expectations:**

#### *Communications*

- To keep the IDPC website up to date with the latest news on IDPC and international drug policy developments, in three main languages.
- To support IDPC's communications work around upcoming United Nations meetings on drug policy.
- To disseminate IDPC's news, publications, and key messages via social media.
- To assist IDPC in identifying strategies to reach out to a wider audience.
- To conduct translations into relevant languages (if applicable).
- Other duties as required.

#### *Research and publications*

- To provide research assistance on drug policy issues.
- To ensure the efficient dissemination of IDPC publications through the organisation's communications channels.

### **Profile:**

- Awareness of, and passion for, global drug policy debates, informed by a sense of solidarity with communities harmed by punitive responses.
- Outstanding digital communication skills, especially in relation to social media platforms.
- Excellent spoken and written English.
- Good knowledge of an additional language is a valuable asset, in particular Spanish and French.
- Excellent IT skills, including a strong working knowledge of MS Office (Word, Excel).
- Good interpersonal communication skills.
- Ability to multi-task and work autonomously.

*While we are mobilising to correct this, IDPC currently does not have the capacity to pay volunteers. Acknowledging this, we offer a highly flexible volunteering experience, as well as the reimbursement of relevant travel, lunch and internet connection expenses incurred during the days of volunteering (against receipts).*

**Please send a CV and 1-2 paragraphs outlining why this experience is of interest to you and how it resonates with your skills to Juan Fernandez Ochoa ([jfernandez@idpc.net](mailto:jfernandez@idpc.net)). The deadline for applications is 4 March 2022 (23:59 - London time). Shortlisted candidates will be invited to complete a simple task and an interview, depending on applicants' availabilities.**