



Job Description

Job Title:	Policy & Communications Intern
Reporting To:	Campaigns & Communications Officer
Reportees:	None
Hours:	Part time (50%, or 2 days per week)
Duration:	9 – 12 months

Main Responsibilities:

1. Communications (~50%)

- To monitor and keep the IDPC websites up to date with key developments in international drug policy and the work of IDPC network members.
- To disseminate IDPC's publications, resources, and key messages via online channels, including social media and newsletters.
- To support IDPC's communications around United Nations meetings and fora on drug policy.
- To assist in identifying and implementing strategies to reach out to a wider audience.
- To conduct translations into relevant languages (if applicable).
- To contribute to the analysis of surveys and questionnaires developed by the IDPC Secretariat.
- Other duties as required.

2. Policy research (~25%)

- To undertake discrete research projects on key drug policy issues to contribute to IDPC's communications, research, and publications plan.
- To draft analytical factsheets, briefs, blogs, and other web content in response to international drug policy developments and in line with the IDPC Secretariat's advocacy strategy.
- Other duties as required.

3. Programme management (~25%)

- To assist in the organisation of events co-organised by the IDPC Secretariat.
- To contribute to specific administration tasks supporting the IDPC Secretariat's strands of work (for example, taking stock of feedback forms submitted by Support. Don't punish campaigners).

Person specifications

- Educated to degree level or equivalent.
- Awareness of, and passion for, global drug policy debates and IDPC's mission and vision.
- Outstanding written and digital communication skills.
- Excellent fluency in written and oral English —additional language skills in Spanish and/or French (the working languages of our communications work) would be a valuable asset.
- Excellent IT skills, including a strong working knowledge of MS Office (Word, Excel) —familiarity with design and/or video editing software (ex. Adobe suite) is highly welcome.
- Good interpersonal, team-work, analytical and communication skills.
- Ability to multi-task, work autonomously, take initiative and adjust to changing demands and evolving responsibilities.