

Job description:	IDPC Communications Volunteer
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Reports to: IDPC Research and Communications Officer

Purpose: To enhance IDPC's visibility by supporting a comprehensive communication strategy. To contribute to the smooth running of the work of the IDPC Secretariat through providing administrative and research support. The intern will commit to work at IDPC for a minimum period of three months.

Location: International Drug Policy Consortium, 5th Floor, 124-128 City Road, London, EC1V 2NJ, United Kingdom

Responsibilities:

Communications

- To keep the IDPC website up to date with the latest news on IDPC and international drug policy developments, in several languages
- To update the IDPC Facebook, Twitter and Google + pages with timely news
- To assist in creating the IDPC Monthly Alert
- To assist in identifying marketing strategies to reach out to a wider audience (media, universities, think-tanks, etc.)
- To conduct translations into relevant languages (for website or publications)
- To update IDPC's contacts database
- Other duties as required.

Research and publications

- To ensure the efficient dissemination of IDPC publications through social media, Reddit, SSRN and daily newsletters
- To provide research assistance as required by the Secretariat.

Person specifications:

- Awareness of, and interest in, global drug policy debates
- Excellent knowledge of Facebook and Twitter functioning
- Excellent spoken and written English
- Good spoken and written Spanish
- Good knowledge of an additional language is an asset, in particular French, Russian, Italian or Portuguese.
- Excellent IT skills, including a strong working knowledge of MS Office (Word, Excel), as well as working with databases and the Internet
- Good interpersonal and communications skills
- Ability to multi-task between various projects.

IDPC does not have the capacity to pay its volunteers. However, we will reimburse travel costs and lunch expenses incurred during the volunteer's working days.

Please send a CV and cover letter to Marie Nougier (mnougier@idpc.net) before Sunday 7th September, by 5:00 pm (UK time). The selected candidate will be expected to start volunteering at IDPC on the third week of September.