



VACANCY NOTICE

JOB TITLE:	Promotion, marketing and communications intern (6 months)
DUTY STATION:	Geneva (Residency in Switzerland only)
STARTING DATE:	As soon as possible
DURATION:	6 months
POSITION AT (%):	100%
REPORTS TO:	Director of Communications.
OBJECTIVE:	Support and develop the Visitors' programme for the WCC; provide communication support for the WCC Communication Team; participate in marketing initiatives

Goals of the internship programme:

Contribute to the work of the communication team and the WCC in the area of the visitors' program (75% of the internship), marketing and communications (25%) while learning about, and consolidating his/her own participation in, the ecumenical movement.

Specific responsibilities:

1. Support marketing work of the WCC in collaboration with the Director of Communication and the Communication Officers;
2. Provide communication support to a highly-motivated team of communicators (e.g. digital communication; story-writing; web management, communication logistics back-up, etc.,)
3. Participate in implementing a sustainable and cost effective Visitors' programme for the WCC (project management);
4. Planning and organizing the visits of groups, delegations and individuals to the Ecumenical Centre;
5. Support developing promotional materials for the team;
6. Support maintaining the WCC brand within the Ecumenical Centre, making certain all visitors encounter the WCC brand and have the opportunity to engage with it;
7. Evaluate programmes for visitors and do overall evaluation of visits to the WCC in order to improve efforts;

8. Follow up with on-going relations with visiting groups and individuals;
9. Undertake various administrative tasks to support the team;

QUALIFICATIONS AND REQUIREMENTS:

- Minimum Bachelor level in Communications or Marketing or Tourism with interest in one or more of the related areas;
- Strong personal commitment to the goal of justice and peace;
- Highly-motivated individual;
- Awareness of communications issues;
- Excellent interpersonal skills and ability to work in a multi-cultural environment;
- Ability to work in a fast-pacing environment and stress management skills;
- Communication skills, especially writing and speaking in English (at least C1 level in both written and oral skills). Knowledge of German is much appreciated;
- Open personality being able to work in a collaborative way in the WCC and in the Communications team;
- Capacity and willingness to handle administrative tasks.

DEADLINE FOR APPLICATION: 30 June 2019

- **Apply for this position by clicking on the following link:**
<https://wcccoe.recruiterbox.com/jobs/fk0j9bk>

ABOUT HUMAN RESOURCES AT THE WCC:

The WCC is an equal opportunity employer. The sole criteria for recruitment, training and career opportunities are qualification, skills, experience and performance to all its staff members.