

## **JOB DESCRIPTION:**

### Communications Trainee, The Global Initiative Headquarters in Geneva

The Global Initiative is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, and Malta, and a globally dispersed Secretariat. The GI-TOC comprises a network of over 430 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. We are dedicated to seeking new and innovative strategies and responses to organized crime.

The Global Initiative Against Transnational Organized Crime is offering a paid traineeship (full-time or part time) for 6 months in their communications department in Geneva, Switzerland.

#### **MAIN RESPONSIBILITIES AND SPECIFIC TASKS OF THE COMMUNICATIONS TRAINEE:**

- Respond to enquiries from the media and coordinate with GI-TOC communications team.
- Manage content postings on social media platforms (Twitter, Facebook, Instagram, LinkedIn).
- Responsible for distribution of press releases and launch invitations.
- Administrative and logistical support to the communications team (e.g. coordination of media events and report launches and follow up calls).
- Maintaining and updating the GI database on a regular basis.
- Drafting of newsletters.

#### **REQUISITE SKILLS AND EXPERIENCE:**

The successful candidate will be able to demonstrate the following experience and skills:

- Bachelor's degree in a relevant field, such as Journalism, Public Relations, Communications or Political Science (A post-graduate experience in the field of mass communications, public relations theories, media law and ethics, news writing and editing is an asset).
- Experience with social media, video and photo editing.
- Motivated and enthusiastic to work in a fast-paced environment.
- Excellent presentation skills and interview experience.
- Proficient computer skills – Mac - (Knowledge of Adobe InDesign is an asset)



- Native Speaker or equivalent proficiency in English (French or Spanish is an asset).
- Knowledge of Organized Crime is an asset.
- High degree of accuracy, detail orientation, and organization is essential.

The Global Initiative operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Please send your CV and a motivation letter to [jobs@globalinitiative.net](mailto:jobs@globalinitiative.net) by November 3.