

# Job Title: Internship, Communications Division- Berlin, Germany

Requisition # **23943** - Posted **18/07/2017** - **Short Term Monthly** - **Europe, Western - Germany - Berlin** - (English; German) - **BUSINESS SUPPORT**

## ORGANIZATIONAL CONTEXT

The World Food Programme is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill an internship position under the WFP **Communications Unit** of the **Berlin Office**. The position will be based in Berlin, Germany. The Internship will be for a period of 6 months starting from mid or end of August 2017.

## JOB PURPOSE

The selected candidate will be assisting the WFP **Communications Unit** with the following key duties:

- Daily press and media screening
- Write articles, publish and edit stories for the German WFP website
- Assist in preparation of online fundraising materials (newsletter, appeals etc.)
- Provide input for German WFP social media channels, monitor statistics
- Assist in drafting and writing various publications
- Place corporate print ads and videos on a pro bono basis in national media outlets
- Translate documents from German to English and vice versa
- Assist in arranging and preparing interviews and media briefings
- Perform other related duties as required

## STANDARD MINIMUM QUALIFICATIONS

- Currently enrolled and have attended University courses in the last 12 months inclusive of having completed at least two years of undergraduate studies OR have recently graduated in the last 6 months in Communication, Media, Social Sciences or related studies;
- Have completed at least one relevant internship to the above studies;
- Proficiency in MS Office (Word, Excel, Power Point);
- Ability to produce high-quality written materials, write clearly and concisely and work within tight deadlines;
- Experience in the fields of social media management, image processing such as Adobe Photoshop, content management systems and writing for the web would be an asset.
- Second UN language would be an asset;
- Excellent communication skills (written and oral) in German and English are required.

## TERMS AND CONDITIONS

- Interns receive a monthly stipend from WFP up to the amount of US\$1000 per month depending on the duty station of assignment. The current amount for Berlin is around US\$800.
- WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related.

## APPLICATIONS

Deadline: 30 July 2017

PLEASE ATTACH A COVER LETTER IN GERMAN AND ENGLISH AS WELL AS ALL RELEVANT OTHER DOCUMENTS (TRANSCRIPT OF RECORDS, CERTIFICATES,...)