Communications Intern

Samuel Hall is seeking a professional, motivated and committed individual to join its team for a full-time internship position home-based

Who We Are: Objectives and Ethos

Samuel Hall is a social enterprise that conducts research in countries affected by issues of migration and displacement. Our mandate is to produce research that delivers a contribution to knowledge with an impact on policies, programmes and people. We provide practicable insights to challenging issues in the developing world by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2010 through our offices in Afghanistan, Kenya, Somalia, Tunisia and Germany covering Asia and Africa.

WORK ENVIRONMENT: We are a rapidly growing research organisation: you will be expected to grow with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark and identify solutions to problems. We work in a fast-paced, demanding and challenging environment: you will need a thick skin, passion and dedication!

Vacancy Requirements

- Excellent spoken and written skills in English
- Demonstrated ability to translate research into compelling communications
- Demonstrated interest in humanitarian and development work, foreign affairs
- Previous experience developing and handling communications and advocacy strategies
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines
- Highly proficient with communication tools
- Excellent ability with tools such as Mailchimp, Adobe InDesign, TweetDeck, Microsoft Access, the Office Suite and other content management systems
- Demonstrated ability to effectively communicate with supervisors and team members
- Proactiveness and innovation regarding ideas for the improvement of processes and office procedures related to communications tasks
- Ability to communicate information and issues on time and to work under pressure
- Proven ability to prioritize tasks, meet deadlines and work with limited supervision, keen to detail, pro-active and a good team-player
- Ability to quickly develop working relationships throughout the business
- Ability to synthesize and analyze large amounts of data, identify key issues and communicate these issues both verbally and in written form to multiple stakeholders
- High level of integrity and honesty and capacity to handle confidential information with integrity
- Open mindedness, intellectually curiosity, accuracy, persistence and innovation
Tasks to be Performed under the Internship

- Support colleagues in disseminating research outputs (reports, articles, etc.)
- Design a communication strategy and deliver strategic communication plans
- Consult and collaborate with SH team members to
  - Provide communication advice and support
  - Plan tailored dissemination strategies around research, conferences, papers
  - Prepare editorial content, op-ed pieces, and speaking points
- Create graphics for internal and external use
- Work on various document templates (reports, proposals, PPTs, etc.)
- Liaise with media organisations, journalists and designers

**A stipend to cater for accommodation, transport and meals will be provided.**

Summary of Job Description

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<tr>
<th>Employer</th>
<th>Samuel Hall</th>
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<tr>
<td>Location</td>
<td>Home-based</td>
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<td>Position</td>
<td>Communications Intern</td>
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<tr>
<td>Contract Duration</td>
<td>6 to 12 months starting in May 2020</td>
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<td>Preferred Background</td>
<td>Candidates with degrees in the following fields are encouraged to apply: communications, PR, IT, journalism, media, classics, web-design, etc.</td>
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<td>Minimum Qualifications</td>
<td>BA, MA or equivalent degree in a relevant degree</td>
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<td>E-mail for submission</td>
<td><a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a></td>
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<td>Submission Guidelines</td>
<td>All applicants should send their cover letter and CV in separate PDF files, each labelled: ‘CL/CV – Full name of Applicant’ with the e-mail subject line clearly expressed, using the following format: ‘Name – External Communications Intern’. Copies of diplomas and certifications and three professional references should also be included. Samuel Hall is an equal opportunities employer. Applications who do not follow the required format will not be considered. Only selected applicants will be notified and interviews will be conducted on a rolling basis.</td>
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