



INTERNSHIP – STRATEGIC DEVELOPMENT AND COMMUNICATIONS

Reports to: Deputy Programme Director
Job location: Brussels, Belgium
Duration: 4-6 months

Nonviolent Peaceforce (NP) is an unarmed civilian peacekeeping force that works to reduce violence in conflict zones. We collaborate with local partners to provide proactive presence and protective accompaniment for individuals and communities at risk, and create safe spaces within which different actors can engage to manage and resolve conflict. We are looking for a creative, strategic and dynamic person to join our international headquarters in Brussels.

This unpaid internship vacancy is in NP's Programme Department, and will report to the Deputy Programme Director. Our small team has ambitious goals for expanding the scope and reach of NP's international deployments. If you like routine, relish bureaucracy or are looking to put your feet up, this position is not for you. If you are hungry for a challenge, possess immense enthusiasm and stamina, and think you can help us convince major bilateral partners to support our work, we want to hear from you.

Key Functions

The Strategic Development and Communications Intern will be assigned the following functions:

Resource mobilization

- Map the donor environment in countries of interest to NP
- Assemble information packages to support preparation of funding proposals
- Draft, edit and proofread proposals and other documentation
- Establish contact with relevant donor agency officials, develop relationships and conduct advocacy on behalf of NP's programming
- Participate in the work of the international fundraising team, including appeals, online campaigns, special initiatives, etc.
- Ensure proper coordination of NP strategic development work with field deployments, member organizations, etc.

Policy research

- Identify sources of information related to policy issues, identification and synthesis of best practices and lessons learnt directly linked to NP programming goals

- Monitor developments in the policy discourse, academia, etc., to ensure that NP is up-to-date on key trends and cutting-edge practice
- Analyze EU and other OECD DAC donor policies to identify new and emerging opportunities for partnership
- Maintain and improve existing contacts in European and national institutions, coordinating with other peacebuilding and development NGOs in Brussels
- Participate in advocacy dialogue with European institutions on civilian peacekeeping
- Advise senior management on issues that would benefit from high-level advocacy efforts

Communications

- Provide public-facing communications support (i.e. main telephone line first response, monitor NP Europe email, track Facebook fans and updates, etc.)
- Support production and distribution of the NP European Newsletter
- Support development of promotional material (i.e. leaflets, multimedia and online products, letterheads, etc.)
- Assist NP global communications staff to produce press releases, media briefings, and media packs, as well as update the NP website
- Produce a summary of relevant news concerning countries involved in NP programmes and explorations
- Maintain external promotion tools for the ProNTI project (European advocacy), mainly social media and civilpeace.eu site (Drupal CMS)

Other administrative and logistical tasks may be assigned as needed.

Competencies and Experience

- Compelling written and verbal communication skills in English, command of additional languages (especially French and Russian) a distinct advantage
- Outstanding research and analytical capabilities
- Positive, constructive attitude toward a fast-paced work environment
- Proven cross-cultural effectiveness
- Fanaticism for details
- Demonstrated interest in international peace and conflict issues
- Familiarity with results-based management, project-cycle management, and logical frameworks an asset
- Some practical knowledge of fundraising, focusing on multilateral and bilateral donors, an asset
- Command of MS Office suite, spreadsheets, databases essential; knowledge of desktop publishing, Drupal CMS, HTML, and design tools (Illustrator, Photoshop, Quark) an advantage
- Candidates must possess, at minimum, a university degree in a related discipline

Application Process

Interested candidates are invited to submit a motivation letter and CV to npeurope@nonviolentpeaceforce.org, subject heading “Strategic Development and

Communications Intern.” Recruitment and selection takes place on a rolling basis. Only shortlisted candidates will be contacted.

NP is committed to creating a professional global workforce that is representative of our movement’s extraordinary diversity and breadth. To that end, NP undertakes proactive employment equity and affirmative action measures to achieve a diverse workforce. Women, persons who come from the Global South, members of visible minority communities from the Global North, and / or persons with disabilities are encouraged to identify themselves as such in their applications for this internship.