PAID INTERNSHIP
Digital Communications Intern

Full-time paid internship: 35 hours
Internship location: Montreal (hybrid mode)
Salary compensation: 16$/hour
Duration: June 17, 2024 to August 9, 2024
Bilingual: French and English

Humanity & Inclusion (formerly Handicap International) has been working for 40 years with people with disabilities and vulnerable populations to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. The international solidarity NGO was co-winner of the Nobel Peace Prize in 1997 for its work with the International Campaign to Ban Landmines, and has received international recognition over the years. Today, Humanity & Inclusion is active in various fields (rehabilitation, humanitarian emergencies, inclusion, armed violence, and much more) and is present in nearly 60 countries. The Canadian office of Humanity & Inclusion (HI) Canada is based in Montreal. HI Canada is undergoing a major growth cycle to increase its support for people with disabilities and other particularly vulnerable groups in situations of poverty, exclusion, conflict and disaster.

Summary of the internship

Humanity & Inclusion Canada is looking for someone with a passion for communications, an interest in the humanitarian world and a good knowledge of social media. This internship will enable you to gain professional experience and work on various communications projects in collaboration with the current Digital Officer.

Reporting to the Head of Communications, you will play a key role in disseminating and promoting content related to HI's humanitarian actions in emergency contexts and development projects, all in order to inform and raise awareness among subscribers to our digital platforms and, above all, to collect donations.

Main tasks

- Contribute to the publication calendar and manage social networks
- Participate in the preparation of the monthly newsletter
- Support communications and fundraising teams during humanitarian emergencies
- Create or adapt visual content on Canva
- Assist in the drafting, translation and linguistic revision of all communication documents in French and English
- Performance and visibility reports
- Support the communications team in organizing events and other tasks
Requirements

- University training in communications (3rd or 4th year of bachelor's or master's degree), marketing, international relations, political science or any other related discipline
- Proficiency in social media management (LinkedIn, Facebook, Twitter, Instagram, YouTube); software (Wordpress, Mailchimp, Canva, Photoshop, InDesign); Office Suite
- Good writing and communication skills
- Oral and written bilingualism (French/English)
- Qualities: good interpersonal skills, ability to work both as part of a team and independently, creativity, organizational skills
- Asset: skills in video editing and content creation for social networks

Benefits and working conditions

- Full-time paid internship (16$/hour)
- Working in hybrid mode (2 days in the office at the Maison du développement durable and 3 days from home)
- Length of internship: 8 weeks
- Access to training and documentation to better understand HI's work

TO APPLY

Interested parties should send their curriculum vitae and covering letter by Friday May 31, 2024 to the following e-mail address: f.thiam@hi.org

Humanity & Inclusion is committed to fostering a diverse and inclusive workplace that offers equal opportunities to all.