
Communications/Public Outreach Apprentice - Office of the Director

Duties and Responsibilities

Under the supervision of the Office of the Director, the intern will undertake the following tasks inter alia:

- Contribute to the production and delivery of information, communications products and services;
- Assist in the management, updating and further development of internal databases;
- Update and maintain web site (incl: drafting and editing content);
- Research, compile and present basic information for use in the preparation and production of communications products/services;
- Prepare and/or edit news articles, press releases and related texts, institutional brochures and newsletters, and correspondence related to the delivery of activities;
- Use relevant computer software, create designs in appropriate format for promotional and other material (e.g. brochures, presentational materials, announcements, video and audio cassette covers and catalogues, newsletters, etc.); and/or
- Perform other tasks as required by supervisor.

Competencies

Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Creativity:

- Actively seeks to improve programmes or services
- Offers new and different options to solve problems or meet client needs
- Promotes and persuades others to consider new ideas

- Takes calculated risks on new and unusual ideas; thinks "outside the box"
- Takes an interest in new ideas and new ways of doing things
- Is not bound by current thinking or traditional approaches

Technological awareness:

- Keeps abreast of available technology
- Understands applicability and limitations of technology to the work of the office
- Actively seeks to apply technology to appropriate tasks
- Shows willingness to learn new technology

Required Skills and Experience

Education:

- Student must be enrolled in a B.A., Masters or Ph.D. Programme for the entire duration of the 6-month internship.

Languages:

- Good command of both Spanish and English (written and spoken).

No previous experience is required. Volunteerism and extracurricular activities will be looked upon favourably.

UNLIREC will only contact those persons pre-selected for the position.