

Education and Communications Internship

Full Time, 3-6 months, Voluntary, London EC2

Article 25, the UK's foremost architectural aid charity operating in international development and disaster relief, is looking for reliable and enthusiastic volunteers to fill the challenging role of Education and Communication Intern. This is an incredible learning opportunity for keen and energetic individuals who are looking for valuable experience and wish to work with a dynamic and innovative charity in this field.

Requirements

- Degree in a relevant field
- Strong organisational skills and ability to work to deadlines and on own initiative
- Strong writing and communication skills
- Proven research skills
- Interest in international development and dedication to Article 25's values
- High degree of computer literacy including Microsoft Office programmes and Adobe Creative Suite (desirable)

Responsibilities

- Support management of growing Student Chapter network including targeting new chapters, developing materials, student liaison, logistical arrangements, and monitoring targets.
- Assist with administration and promotion of events and CPD lectures.
- Support facilitation of online forum hosted by Royal Institute of British Architects (RIBA).
- Developing presentations and lecture materials.
- Arranging competitions and events.
- Develop content for social media and newsletters.
- Assist with generating sponsorship for Article 25 educational activities.
- Develop a good understanding of Article 25 projects and communicate these to internal and external audiences.
- General administrative support to Education and Communication Manager and Officer.

Information

- Deadline: Friday 13th January 2012
- Start date: Within 1 week of interview
- Duration: 3-6 months full time
- Terms: Volunteer position. We are unable to offer travel or living expenses, however we are able to offer free lunch (Tues-Fri), regular publishing opportunities, and free access to quarterly training courses
- To apply: Submit a covering letter, CV and sample of writing where possible to mark-hamblett@article-25.org with Education and Communication Intern in the subject line of the email.