

MARTIN ENNALS AWARD FOR HUMAN RIGHTS DEFENDERS

Terms of Reference

COMMUNICATION AND EVENTS MANAGEMENT INTERN - (60% Geneva-based)

Since its inception in 1992, the Martin Ennals Award for Human Rights Defenders honours individuals and organizations who have shown exceptional commitment to defending human rights, despite the risks. The Award is bestowed annually during a ceremony co-hosted with the City of Geneva and includes both a financial stipend as well as protective publicity and advocacy opportunities for three human rights defenders. The Award-winners are selected by [10 global human rights organizations](#) who sit on the Jury.

The Martin Ennals Foundation, based in Geneva, is looking for a dynamic intern to support our communications and events function for 6-8 months starting in September 2020. Please see the terms of reference below. You can submit your application (including a CV, motivation letter, 2 examples of your writing or communications work, and 2 references) by July 27th to communications@martinennalsaward.org.

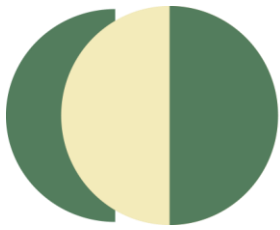
1. Communications responsibilities (80%)

The intern reports to the [MEF's Communications Manager](#) for the following tasks:

- **Digital communication:** community management-related activities with the aim of increasing audience engagement and reach of MEF
 - Prepare and broadcast text and images on the web and on social media
 - Update the Foundation's website with approved contents, both in FR/EN
 - Update the Foundation's Social Media accounts as necessary
- **Media work:** assist Communications manager to strengthen MEA presence and coverage of the Award finalists in the traditional media
 - Assist news monitoring via Google Alerts and Meltwater
 - Prepare media lists and assist in contacts ahead of the ceremony
 - Assist in managing media archives
- **Figures & stats:** improve how the Foundation tracks its communication performance
 - Manage relevant statistics platforms for the web, the media and social media
 - Produce quarterly reports on the Foundation's outreach
- **Corporate communications:** assist in the production of a biannual newsletter for the MEA community
- **Visual communication:** assist MEF to improve its visual assets
 - Edit photos and produce neat layouts for the Foundation's documents
 - Assist in the production of longer films and social media assets about the finalists

2. Events management responsibilities (20%) and miscellaneous

The intern reports to the MEF's Director for the following tasks:



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- **Events:** assist in the organization of the Martin Ennals Award ceremony events
 - Press briefing ahead of the ceremony
 - Martin Ennals Award Ceremony in February 2021
- **Foundation contacts and invitation lists:** assist the Director to manage invitations to the Award
 - Update contacts and invitation lists, as necessary
 - Produce a save-the-date for the ceremony
 - Manage the follow-up communication and satisfaction survey, after the ceremony
- **Geneva residency:** support advocacy activities to enhance finalists' impact and visibility
 - Accompany MEA finalists 2021 during their visit to Geneva for the 'Residency' at end of February 2021
- **Administrative assistance** and other tasks

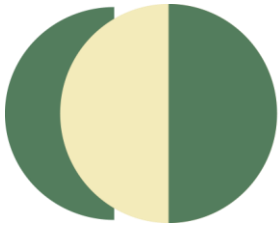
Eligibility Requirements for the internship:

Martin Ennals Foundation is a small organization run by a highly motivated staff, Board and Jury. We are on a mission to serve and protect human rights defenders. At different points in the year, our work will be fast-paced, intense and challenging. While we cannot guarantee our team a life of luxury, we do offer hands-on opportunities to sharpen your skills while advancing a rewarding cause. We're looking to hire someone who is:

- Enrolled as a student of communications, events management, management, international relations, or other relevant program; or, has just finished their studies.
- Speaks and writes at the professional-level in French and English. Additional languages are a plus.
- Strong writing and editing skills generally.
- Familiarity with traditional media work.
- Familiarity with digital media and social media strategies.
- Excellent interpersonal and teamwork skills.
- Motivation to learn and be challenged.
- A valid permit to live and work in Switzerland.

Internship's conditions:

- **Duration:** 6-8 months, with possibility to renew
- **Working percentage:** 60%
- **Remuneration:** 600 CHF per month
- **Start date:** 1 September 2020
- **End date:** beginning of February or April 2021, depending on intern's availability
- **Vacation:** 20 days per 12 months / pro rata 6 months= 6 days



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- **Expenses:** transportation and meals incurred because of work responsibilities can be defrayed by the Foundation.