



Communications and Outreach Intern

Position description:

SLOCAT is the international multi-stakeholder partnership that enables collaborative knowledge and action for sustainable, low carbon transport and brings the voice of the movement into international climate change and sustainability processes. With a primary focus on land transport, and a geographic footprint targeted at the Global South; SLOCAT delivers on its mission through 3 mutually-reinforcing work streams; knowledge and policy analysis; advocacy and engagement, and dialogue and networking. The Partnership engages a vibrant international, multi-stakeholder ecosystem of over 90 entities across transport sector associations, knowledge and academia, governments, multilateral organisations, NGOs, philanthropy and industry; as well as a large community of world-class experts and change-makers.

The Communications and Outreach Intern will support the SLOCAT Secretariat in advocacy and engagement and other general administrative tasks. The intern will work under the supervision of the Senior Advisor.

Duties and responsibilities:

- Support outreach and communications work, including the maintenance of the SLOCAT Knowledge Hub and the Secretariat's internal knowledge management system.
- Maintain and update the website, including making updates to text, images, and other content as needed.
- Assist with the management of the social media accounts, including creating and scheduling posts and monitoring engagement.
- Assist with the creation and editing of various types of content, such as reports, blog posts, web templates, social media updates, videos and other visual elements and graphics.
- Provide support for the coordination and scheduling of newsletter campaigns, including the maintenance and update of media and subscribers' contact lists.
- Help to create and maintain analytics and metrics to track the performance of website and social media efforts.

Skills required:

- Bachelor's degree in a relevant field is desirable (communications/ public relations, public administration, event management).
- Fluency in oral and written English. Other languages are an asset, particularly French.
- Excellent computer skills, with knowledge of Microsoft Office and G Suite.
- Proficiency in content management systems (CMS), i.e. WordPress and Elementor and Divi page builder.
- Experience with graphic design and video editing softwares (i.e. Adobe Illustrator, InDesign, Premiere Pro and Canva).
- Familiarity with social media management tools (Sendible) and email marketing platforms (MailChimp).
- Knowledge of analytics and metrics tools, such as Google Analytics, MonsterInsights, Facebook Insights and LinkedIn and Twitter Analytics.
- Detail-oriented and organised thinker who can juggle multiple, competing priorities.
- Ability to work independently and across time zones.
- Proven ability to work in multi-disciplinary and multi-cultural teams.
- Knowledge of transport, climate change or sustainable development is a plus.

This is a paid internship position (around 24 hours or three days per week) to be developed through remote work arrangements. Candidates available for a minimum of six months are invited to apply.

Interested candidates kindly submit your application (CV, one-page maximum motivation letter and portfolio or collection of sample works) to secretariat@slocatpartnership.org by 11:59pm CET on 22 February 2022, indicating earliest available start date and envisioned duration. Shortlisted candidates will be invited for an online interview.