

## **2026 Terms of Reference - SLOCAT Partnership**

**Title:** Communications and Outreach Intern

### **Position Description**

SLOCAT accelerates the transformation of transport systems and services towards inclusive, healthy, green and resilient solutions for people and the planet. SLOCAT provides collaborative data and evidence-based knowledge, action initiatives, political strategies, dialogue, and strategic communications. This helps build collective thought leadership and advocacy at the crossroads of transport, sustainability, climate and social justice issues. SLOCAT emphasises all land transport modes with universal analyses and actions, especially for low- and middle-income countries. As a multi-sectoral partnership, SLOCAT leverages the expertise and action of an ecosystem of over 100 entities, including transport professional associations, NGOs, academia, governments, multilateral organisations, philanthropy, and business. Created in 2009 as a “coalition of the willing” committed to accelerating the development of sustainable, low-carbon transport, since then the SLOCAT Partnership’s mandate has been to go where others do not or cannot go individually in order to set bold global agendas, amplify the voices of the movement at international climate and sustainability discussions, and foster collaboration for policy and societal change

The Communications and Outreach Intern will support SLOCAT's communications function across content creation, digital presence, and stakeholder engagement. This will include drafting and editing content for social media, newsletters, and partner-facing materials, managing the website and social media platforms, and assisting with the preparation and distribution of email communications. The role also involves contributing to analytics reporting, maintaining consistent messaging and visual identity across all channels, and supporting event and outreach communications in line with SLOCAT's Communications and Outreach Strategy and Strategic Development Plan.

### **Duties and Responsibilities**

This position will focus on the following areas:

#### **Content Creation and Editorial Support**

- Draft, edit, and proofread written content for SLOCAT's communication channels, including social media posts, newsletter articles, blog entries, and website updates.
- Assist in synthesising technical and policy-oriented content into accessible, narrative-driven communications for diverse audiences.
- Support the production of visual and multimedia content, including infographics, social media graphics, and other materials, primarily using Canva.

- Contribute to the development of high-quality written materials, including press releases, event announcements, and partner-facing communications.

### **Digital Presence and Web Support**

- Support the management and updating of SLOCAT's website using DIVI, including creating and editing pages, uploading content, and ensuring consistency across the site.
- Assist in managing SLOCAT's social media platforms (LinkedIn, Bluesky, and others as relevant), including scheduling, publishing, and monitoring posts.
- Help prepare regular analytics reports on SLOCAT's online presence, social media performance, and newsletter engagement.

### **Newsletter and Email Communications**

- Assist in the preparation, design, and distribution of SLOCAT's newsletters and email updates to various audience segments.
- Support the curation of content for newsletters, ensuring alignment with SLOCAT's latest activities, partner publications, and key events.
- Help maintain and organise mailing lists and contact databases.

### **Communication and Outreach Support**

- Support the implementation of SLOCAT's Communications and Outreach Strategy in line with the Strategic Development Plan.
- Assist in ensuring consistent messaging and visual identity across all SLOCAT communication platforms and materials.
- Collaborate with internal teams to gather information and contribute to compelling stories highlighting the impact and achievements of SLOCAT and its partners.

### **Stakeholder Engagement and Events**

- Support communications with partners, donors, and other relevant stakeholders.
- Assist in preparing communication materials for events, webinars, and outreach activities.
- Help coordinate event-related communications, including invitations, promotional content, and post-event coverage.

### **Qualifications and Skills Required:**

#### **Essential**

- Currently pursuing or recently completed (completed within 2-3 years) a Bachelor's or Master's degree in Communications, Journalism, Public Relations, International Relations, or a related field.

- Passionate about climate action and sustainability, with a genuine commitment to advancing sustainable, low-carbon transport.
- Knowledge of climate change policy, the UNFCCC process and COPs, and the role of transport in climate action and sustainable development.
- Strong written and verbal communication skills in English;
- Strong editorial skills, with the ability to synthesise technical content into clear, engaging narratives.
- Demonstrable proficiency in Canva or other design suites for the design of social media graphics, infographics, and other visual materials.
- Familiarity with social media platforms (LinkedIn in particular) and an understanding of platform-specific content strategies.
- Experience with or interest in newsletter platforms and email communication tools.
- Strong attention to detail and ability to manage multiple tasks under tight deadlines.
- Proven project management skills
- Comfortable working remotely within a multicultural and global team, with availability to work across time zones.
- Self-motivated, proactive, and eager to learn in a fast-paced environment.
- must have access to laptop, wifi, working area suitable for remote working
- Proficiency in Microsoft Office Suite and Google Suite.

### **Desirable**

- Additional language/s other than English is a plus
- Being based on a location with no more 4-5 hours of time difference with Central European Time.

This is a remote position (with some requirements to meet face to face during the year - dates/locations tbc) . Candidates must have existing work authorisation in the country where they are based. SLOCAT is unable to provide or support work visa's.

Interested candidates should submit their application (CV and a one-page motivation letter) to [secretariat@slocatpartnership.org](mailto:secretariat@slocatpartnership.org) by midnight Pacific Time (California, U.S.) on 2 April 2026.

Shortlisted candidates will be informed by mid April and invited for an online interview before the end of April

A stipend of 1200 EUR per month will be provided for the entire internship.

Internship duration: Six months

Start date: ASAP but no later than one month from job offer