



Vacancy: Communications Intern

Location: This role is based in London but is currently remote due to the impact of Covid-19.

Duration: 2 –3 days per week, initially for 4 months with the possibility of extension.

This is an unpaid position.

Overview

Lawyers for Justice in Libya is seeking a part-time Intern to support the Communications team.

We are a Libyan and international independent non-governmental organisation committed to achieving justice and respect for human rights in Libya through research, advocacy and campaigns. We work with a growing network of lawyers, activists and grassroots communities across and outside the country. Our core values are independence, integrity and transparency and we strive for excellence in everything we do.

Responsibilities are likely to include, but are not limited to:

- Assisting with management of social media channels
- Assisting with the promotion of the third season of our flagship podcast, [Libya Matters](#)
- Assisting with creating content for the website, newsletter, press releases, public statements and email outreach
- Assisting with logistical planning for online events
- Assisting with meeting coordination, taking notes and tracking follow-up actions
- Carrying out general administrative tasks
- Assisting with English / Arabic translation of short texts

Essential qualifications and skills

- Undergraduate degree in (or currently studying) a relevant subject such as Communications Journalism, Literature, Law, International Relations, Politics
- Ability to use common Microsoft office software
- Excellent oral and written communication skills, with fluency in English
- High level of proficiency in Arabic and ability to manage short English / Arabic translations
- Strong interest in human rights and the MENA region
- Strong organisational, planning and time management skills
- Impeccable attention to detail

Desirable qualifications and skills

- Experience in a similar role

- Experience with Mailchimp and desktop publishing software
- Experience with Webflow, Wordpress, or managing a website
- Experience of working in a small, fast-paced NGO or company
- Knowledge and experience of human rights work and the MENA region

What we offer

The opportunity to:

- Gain hands-on experience working with a leading NGO
- Develop your knowledge of human rights, particularly in the Libya context
- Develop key skills much sought after in a range of communications roles

How to apply

Send your CV, short writing sample and a brief cover letter outlining your skills, experience and availability to volunteer@libyanjustice.org by midnight on 27 November 2020. Applications will be assessed on a rolling basis and the closing date may be brought forward if a suitable candidate is identified.