



Vacancy: Communications Intern

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

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

This is an unpaid position.

Overview

Lawyers for Justice in Libya (LFJL) is a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. We do this through advocacy and outreach, accountability, transitional justice initiatives and capacity building, underpinned by our own independent research.

We are seeking a part-time Intern to support the Communications team.

Responsibilities are likely to include, but are not limited to

- Assisting with the production and promotion of the forthcoming seasons of our flagship podcast, [Libya Matters](#)
- Assisting with creating content for the website, newsletter, press releases, public statements, email outreach and social media
- Assisting with logistical planning for online events
- Assisting with meeting coordination, taking notes and tracking follow-up actions
- Assisting with short Arabic <> English translations
- Carrying out general administrative tasks

Essential qualifications and skills

- Undergraduate degree in (or currently studying) a relevant subject such as Communications, Journalism, Literature, Law, International Relations, Politics
- High level of proficiency in Arabic and ability to manage short Arabic <> English translations
- Ability to use common Microsoft office software
- Excellent oral and written communication skills, with fluency in English
- 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 with Canva or other design software

- Experience of working in a small, fast-paced NGO or company, ideally in a similar role
- 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 (max 1 page) outlining your skills, experience and availability to volunteer@libyanjustice.org by midnight on Thursday 22 April 2021. Applications will be assessed on a rolling basis and the closing date may be brought forward if a suitable candidate is identified.