



Vacancy: Communications Intern

Location: This role is based in London but is currently remote due to COVID-19 working practices. There will be opportunities to work from LFJL's London office in the future. The candidate must be able to work during London office hours.

Duration: 2 days per week for 3 months.

Start date: 21 March 2022

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.

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

- Draft content for LFJL's social media, website, newsletter, and email outreach
- Lead social media planning and scheduling, including for events and international days
- Support media and analytics tracking
- Support graphic design projects
- 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, Media, Literature, Law, International Relations, Politics
- High level of proficiency in Arabic and ability to manage short Arabic <> English translations
- Excellent oral and written communication skills, with fluency in English
- Strong interest in human rights and the MENA region
- Strong IT, organisational, planning and time management skills
- Impeccable attention to detail

Desirable qualifications and skills:

- Strong creative eye and knowledge of design (including design software)

- Experience working in a small NGO, ideally in a similar role
- Interest and knowledge of human rights work and the MENA region

What we offer:

- Join a tight-knit team passionate about human rights and social change
- Gain hands-on experience collaborating with different teams and staff across a leading NGO
- Develop writing, copyediting and proofing skills
- Learn key communications management processes including audience mapping and strategy development
- Develop your knowledge of human rights and law, particularly in the Libya context
- A reference for future employment opportunities

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.

Deadline: 23:59 GMT on 13 March 2022. Interviews will take place the following week.