

Job Title:	Communications Intern		
Department:	Central	Contract:	Full time, paid at London living wage
Reports to:	Communications Director	Duration:	Flexible. 2-4 months depending on intern availability. Start date: early to mid August
Location:	London <i>(Note: All candidates must have the legal right to work in the UK)</i>		
Direct reports:	None		
Key relationships:	Communications Manager, Communications Officers		
Job Role			
Role Overview:	The Web Foundation fights for digital equality — a world where everyone can access the web and use it to improve their lives. Our communications team supports advocacy and policy goals that advance the right of everyone to access the internet and use it freely and fully. The communications intern will assist the team with daily tasks and have the opportunity to learn firsthand how communications campaigns work to influence policy outcomes. This work will be global in nature, with a focus on Africa for this internship.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		% time on task
Foundation-wide support	<ul style="list-style-type: none">Social media - assist team with drafting content, creating visuals, videos, finding suitable photographs and icons, monitoring social media hashtags and WF keywords, researching key stakeholders and influencersMedia relations - updating and compiling media lists, researching media targets, assisting team with preparation for media sell-ins and ideas, assisting with briefing notes and research for Foundation spokespeopleWebsite - assisting team with routine website updates, writing & editing blogsNewsletter and media monitoring - assist comms officer with compiling the weekly media review and		70%

	<p>putting it into mailchimp format, help updating newsletter mailing lists</p> <ul style="list-style-type: none"> • Admin - monitoring the contact email addresses, forwarding these emails to relevant team members, responding where appropriate to general inquiries, taking notes and minutes of meetings, and other ad hoc requests from comms team as needed 	
Programme support	<ul style="list-style-type: none"> • Support creation of content for upcoming summit in Senegal and for autumn digital inclusion and gender campaigns • Support media placement for campaigns on digital rights issues in the Global South - with a focus on AI, algorithmic transparency and accountability and personal data. • Support content, media and briefings around Web Summit and Internet Governance Forum • Support content creation around autumn open data events including Open Government Partnership regional meeting • Support communications manager with rebuild of the Alliance for Affordable Internet website 	30%
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> • Education to BA level. (All degrees considered but candidates with a degree in journalism, media studies, international relations/development, global politics, creative writing, multimedia studies, or information and communication technology-related fields preferred) 	
Essential Knowledge, Experience and Attributes	<ul style="list-style-type: none"> • At least one year relevant work experience, this can be part time work or internships/work-study • Experience working with diverse cultures, and in developing countries. • Creative and entrepreneurial, and motivated to learn about the communications and public relations field. • Vivid writer, able to present difficult concepts in clear, simple English and/or in compelling images. • Track record of working with complex, research based material to distill key messages and extract facts, quotes and stories that will attract attention. 	

	<ul style="list-style-type: none"> • Demonstrate a keen interest in human rights, development, technology and/or gender rights through volunteer work, extracurricular activities or course work • Highly motivated and organised, thriving under pressure, pursuing targets aggressively and willing to work long hours when deadlines demand. • Comfortable using MS word, excel and powerpoint - experience using Google drive and G suit products helpful
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Experience managing organisational social media accounts and email campaigns. • Experience working in an advocacy-driven non-profit or campaigning organisation, or within the technology sector. • Conversational ability in at least one major world language other than English (Spanish or French preferred) • Event coordination experience. • Understanding and experience of the media landscape • Basic design skills - making basic Twitter and Facebook graphics, using free software such as Canva or Pixlr, video or photo editing skills

