

Recruitment Profile

Profile:	Communications Intern (m/f/d)
Contract:	6 months, full-time (40 hours per week)
Duty Station:	Vienna, Austria - Ban Ki-moon Centre for Global Citizens
Criteria	Open to any undergraduate, graduate, or recent graduate. A valid work permit is required.
Salary:	We offer a monthly salary of 1.200 EUR net, paid 12 times a year (income tax free, after all deductions for social security)
Deadline for applications:	22 November 2023, 23:59 CET
Envisaged starting date:	8 January 2024

Please send your applications to recruitment@bankimooncentre.org

We are looking for an ambitious, reliable and organized professional who wants to engage in an international non-profit environment to contribute to the Ban Ki-moon Centre's work in providing solutions to the lack of leadership in the context of implementing the Sustainable Development Goals (SDGs) and the Paris Climate Agreement with a global citizenship lens.

About the Ban Ki-moon Centre: The BKMC is a quasi-international organization in Austria, under the leadership of the co-chairs Ban Ki-moon and Heinz Fischer. It works with current and future leaders to fulfil their aspirations towards the SDGs and the Paris Climate Agreement. Our goal is to create a world in which all people can thrive as global citizens. The current BKMC team is a diverse group of dedicated professionals from all over the world who share a passion for sustainability, youth and women's empowerment and global citizenship.

Major Duties and Responsibilities

The Communications Intern will be required to undertake the following duties:

Social Media

- Draft and post social media content in coordination with the Communications Associate (Twitter, Instagram, Facebook, LinkedIn)
- Check BKMC social media feeds daily for any posts to reply or share
- Provide support for social media reporting for various programs.
- Uploading to and organizing videos on YouTube

Content Creation

- Support in writing speeches, talking points, and articles.
- Support in the preparing copy text for the Annual Report.
- Support in preparing and completing communications briefs.

Press, media and outreach

- Track international news for activities around the Co-chairs, BKMC and more.
- Assist in press engagements when necessary
- Track the websites of the other members of the BKMC Network for any relevant updates.

Photo, Video and Graphics

- Support in editing and filling in templates for design materials.
- Support in shooting and editing in-house videos.
- Taking pictures during meetings at the BKMC, as well as events as assigned.
- Upload photos to Flickr as necessary.

Other

- Work with the intern at the Ban Ki-moon Foundation in Seoul regarding blog posts.
- Update the BKMC events list
- Update BKMC Contact List regularly with press, marketing, printing etc. contacts.
- Support event logistics including transporting, building up branding materials such as SDG Cubes, and mailing Annual Reports.
- Support in keeping press archive up to date.

Required Skills and Competencies:

- Fluency in English (written and oral); knowledge of German is a plus
- Good knowledge of Microsoft Office Suite
- Good knowledge of X, Facebook, Instagram, LinkedIn, required, and any other social media platforms are considered an asset.
- Ability to communicate clearly
- Team-oriented, creative and proactive person
- Interest in international non-profit work and topics related to climate, education, and women and youth empowerment

What we offer:

- Highly motivated team in a multi-cultural setting
- Flexible working hours (e.g. core hours) and home office up to 50 percent
- Regular team building, workshops, and events throughout the year

- Working place in a central location in the 3rd district of Vienna
- Business laptop & business mobile phone

An internship of six months (40hrs per week) with a monthly salary of 1.200 EUR net (after all taxes and deductions for social security), paid 12 times a year. The incumbent will be registered with the Austrian social insurance as an employee of the BKMC. The contract further includes five weeks paid leave as well as an average of 13 Austrian public holidays per annum, which are allotted pro-rata. The BKMC is an equal opportunities employer and is committed to equal opportunities irrespective of sex, gender, sexual orientation, gender identity, religion or belief, race or ethnicity, age or disability.

This position requires working at a desk with a laptop and regular engagements via the phone or online meeting rooms. The BKMC office is on the second floor, a lift is available..

Application

- The candidate's application in English should include:
 - a curriculum vitae
 - a max 2-minute video recording of themselves, mentioning their name and outlining the applicant's motivation and interest in the position, relevant experience (academic and non-academic), and how they think they would be an asset to the Centre's team.
- Interviews will take place in November/December 2023 (Vienna, virtual is an option)

Privacy notice for job applicants

By sending us your application, you consent to the processing of your personal data indicated in your application documents and related correspondence. Your application is treated strictly confidentially and in accordance with the General Data Protection Regulation (GDPR). Your personal data and application documents are only shared with the Ban Ki-moon Centre's staff directly involved in the application process. In exceptional cases, recruitment processes include panel interviews which involve external members. If you are invited to such a panel interview, your application documents will also be shared with external panellists to allow them to prepare for the interview. The Ban Ki-moon Centre will store your personal data and documents until six months after the application process has been completed, unless you consent to the Ban Ki-moon Centre keeping your application in evidence for future job openings.