

## ABColumbia Research and Communications Internship

ABColumbia is looking for a dynamic person to work on issues related to human rights and development as part of the ABColumbia team. The person should either have experience of working in issues related to social media and communications, human rights or development or a degree in human rights, development or a related subject. They should be fluent in English and have an advanced level of Spanish. Be flexible and able to work well in a small team.

As an intern you would assist with carrying out research, editing the website and other communications work including working on social media campaigns, the logistical planning and organisation of public events, meetings and human rights defender virtual tours. In addition, you would be required to help manage information and undertake a range of administrative tasks.

During the COVID pandemic you will be required to work, in the main, virtually. There is a possibility that the office will open at some point and that we will be able to have the occasional meeting in our offices. This requires a different form and level of communication that we hope might also be of benefit to learn over your internship period.

### About ABColumbia

ABColumbia is the advocacy project of a group of five leading UK and Irish organisations with programmes in Colombia: CAFOD, Christian Aid UKI, Oxfam GB, SCIAF and Trócaire. Amnesty International and Peace Brigades International are observer members.

Founded in 1997 to work on the question of forced internal displacement, it has since expanded its mandate to cover human rights and development. ABColumbia's purpose is to influence decision makers in the UK and Ireland and, through them, European level decision making - with a view to resolving the human rights and humanitarian crisis in Colombia and achieve a lasting peace and equitable and sustainable development. ABColumbia's thematic areas of work are: Natural resources access and control; Land and territory; Conflict transformation and peace building; Women and conflict-related sexual violence; and Protection of defenders and their working space. For further information about our work please visit our website: [www.abcolombia.org.uk](http://www.abcolombia.org.uk)

## Tasks and Responsibilities

- Assist with research.
- Provide logistical support in the organisation of public and in-house virtual events.
- Assist with publicity.
- Assist in drafting texts for ABColombia's communications and advocacy work.
- Assist in maintaining databases of information and up to date research on the situation of human rights in Colombia.
- Read, monitor, filter and manage incoming information and news on Colombia in English and Spanish.
- Provide logistical support for virtual tours by representatives of Colombian civil society.
- Support the implementation of ABColombia's social media strategy.
- Support and help to develop Social Media Campaigns
- Carry out on-going administrative tasks.
- Use and contribute to ABColombia office systems
- Provide other support to ABColombia where appropriate and agreed.

## Skills Needed

- Ability to read and summarise information from a variety of sources (in English or Spanish)
- Good research skills
- Good verbal and written communications skills in English and Spanish
- Good writing skills (including writing for the Web);
- Good IT skills (Office, CMS);
- Excellent organizational and planning skills
- an ability to prioritize from a range of tasks;
- Self-motivated, able to prioritise from a range of tasks and able to work independently while functioning well as a member of a small team
- Educated to degree level
- Good time keeping
- Demonstrable understanding of human rights and development issues

## Commitment

- Candidates must be in sympathy with the aims of the ABColombia Group.
- Candidates must be able to commit to a minimum of 6 months working 2 or 3 days a week.

This is an unpaid position that will operate mainly virtually unless we have access to our office near Waterloo in London. Whilst you are working virtually, ABColombia will cover lunch and electricity costs of up to £10 per week. Once we resume work at the office ABColombia will refund lunch and local travel up to a maximum of £12 per day. Any additional travel associated with the project will also be covered - provided it is agreed in advance.

## How to apply

Please send a **CV** and **one page covering letter** detailing your suitability for the role please ensure that you address in your covering letter why you would like the post and what skills you have to

offer and send to: [board@abcolombia.org.uk](mailto:board@abcolombia.org.uk) by **16/10/20**. Please include 'Research and Communications Internship' in the subject line.

Interviews with shortlisted candidates will be held in the w/c 26 October 2020. The internship will start on 2 November 2020.