

Global Alliance for Improved Nutrition

Job title:	Intern – Communications		
Classification:	Intern	Direct reports:	0
Work location	Geneva	Travel required:	No

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>The Intern will support the Communications team to create and maintain Media, Social Media and Stakeholders Database to map the countries where GAIN is present and identify opportunities for engagement and development.</p>
<p>Tasks and responsibilities</p> <p>Duties may include, but are not limited to:</p> <p><u>Create and maintain Media, Social Media and Stakeholders Database</u></p> <ul style="list-style-type: none"> • Create lists of media/social media at country and regional level where GAIN is present • Create lists of key stakeholders mapping at country and regional level where GAIN is present • Conduct research relevant to the above work • Assist in creating a calendar of events/international days for each country where GAIN is present • Identify opportunities for engagement and development <p><u>Assist in graphic design</u></p> <ul style="list-style-type: none"> • Conceptualize visuals based on requirements • Creating images and layouts by using design software (Adobe Photoshop, InDesign and Illustrator) • Testing graphics across various media channels <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> • Assist in any assignments pertinent to the communications department • Provide help in administrative matters when needed • Create a PPT presentation on Communications role for GAIN
<p>Key organisational relationships</p> <ul style="list-style-type: none"> • Head of Communications • Junior Communications Associate – Media & Social Media • Junior Communications Associate – Brand & Design

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Excellent communication skills (written and verbal) • Full literacy with Microsoft Office (word, excel, PowerPoint, etc.) and key social media tools (e.g. Twitter and Facebook) • Ability to use work collaboratively, show initiative, prioritize, multi-task, and work well under pressure to meet deadline • Team player, flexible and goal-oriented, a real “can do” attitude.
<p>Experience</p> <ul style="list-style-type: none"> • Basic experience with data collection, research and graphic design
<p>Education</p> <ul style="list-style-type: none"> • Be enrolled in, or have completed, a graduate school programme (second university degree or equivalent) in international development, international relations, and global health • Be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor's level or equivalent) in international development, international relations, and global health
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluency in written and spoken English • Knowledge of French, Spanish or Portuguese is a plus.
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities