



Communications Internship – 3 months

Job Description

Position:	Communications internship
Report to:	Communications medical coordinator
Supervising:	Nil
Status:	1 – 2 days a week (3-month internship)
Start date:	ASAP
Location:	Remote, initially

Organisational Context

Médecins Sans Frontières, an international medical and humanitarian association founded in 1971, provides medical assistance to communities faced with crises endangering their survival. These crises typically take the form of armed conflict but also include epidemics, natural catastrophes and even exclusion from healthcare. Currently, MSF is present in 70 countries.

The Australian Section of Médecins Sans Frontières was established in 1995 and is one of 21 sections, 24 associations and other offices that form the MSF global movement providing oversight and expertise, funding and staff for field operations and communicating on the needs of our patients.

Médecins Sans Frontières operates independently of any discriminating factors including political, religious or economic allegiances and irrespective of race, religion or gender. Médecins Sans Frontières is committed to expanding and improving the medical humanitarian care it offers to its beneficiaries and to remain independent.

Overall Responsibility

To provide editorial and administrative support to Médecins Sans Frontières Australia's Communications department.

Main Tasks / Duties

- Assist in the production of publications, including writing, research and graphic design tasks
- Source appropriate images and videos from MSF media database
- Assist with media research and reporting
- Support the production of stories on humanitarian and medical issues for publications and

- websites, both internal and external
- Administrative support including transcribing interviews and updating internal databases

Benefits of the role to the volunteer and for the organization

- Learn and develop technical and professional skills
- Potential to have work published in MSF publications or websites
- Assist and support the MSF Sydney Office
- Work in a dynamic and friendly environment, a thriving culture and for a great cause!

Selection Criteria

Essential skills & Education

- Excellent writing skills
- Ongoing or recently completed studies in communications, journalism, or public relations; or in international relations or related fields
- Proficient in MS Office programs

Desired Criteria

- An interest in working in communications in the not-for-profit sector
- An interest in humanitarian aid and/or international affairs
- Proficient in Adobe InDesign

Applications

Applications **MUST** address criteria outlined above. You should also write a letter of motivation and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

Applications close: 1st November, 2020

Applications and enquiries to Email: officerecruitment@sydney.msf.org