



INTERNATIONAL  
CENTRE  
FOR THE  
PREVENTION  
OF CRIME

CENTRE  
INTERNATIONAL  
POUR LA  
PRÉVENTION  
DE LA CRIMINALITÉ

CENTRO  
INTERNACIONAL  
PARA LA  
PREVENCIÓN  
DE LA CRIMINALIDAD

## ICPC IS LOOKING FOR AN Intern in Communications (Summer 2021)

### CONTEXT

The International Centre for the Prevention of Crime is an international forum for national governments, local authorities, public agencies, specialised institutions, and non-government organisations to exchange experience, consider emerging knowledge, and improve policies and programmes in crime prevention and community safety. ICPC staff monitors developments, provides direct assistance to members, and contributes to public knowledge and understanding in the field.

ICPC brings together about twenty non-governmental organisations from around the world and a dozen States within its advisory and policy committee. ICPC is associated with the work of the United Nations as an expert for the UNODC (United Nations Office on Drugs and Crime) and UN-Habitat (Human Settlements Programme).

ICPC is offering an **opportunity to gain experience in an international organization** and make contact with professionals, researchers, government actors and associations working in crime prevention worldwide.

### DUTIES/JOB DESCRIPTION OF INTERN

The intern's primary responsibility is to assist the Communications Manager in implementing ICPC's communication strategy, and assist in the management of the organization's promotion, communications and activities with its target clientele.

Reporting to the Communications Manager, the intern will:

- Support the creation and updating of promotional material to highlight the ICPC's actions.
- Maximize the reach of the ICPC online (social networks, content research, creation of visuals and texts).
- Participate in the organization of ICPC events and support its coverage.
- Nurture the ICPC network of contacts (organizations, institutions, members) in the field of crime prevention at the local, national and international levels.
- Participate in the production of the ICPC e-newsletter.

[www.cipc-icpc.org](http://www.cipc-icpc.org)

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- Contribute to the improvement of the ICPC website (technical aspects and content).
- Translate and revise (French, English, Spanish) the communications, publications, proceedings and content of the different ICPC projects.
- Any other related duties as assigned by the Communications Manager or the Executive Director.

### REQUIRED QUALIFICATIONS

The intern must have completed at least 45 university credits in communications, public relations, journalism or related disciplines. Preference will be given to graduate students who can receive academic credits for the internship.

The following qualifications are particularly sought after:

- Excellent writing and communication skills in English and French.
- Working knowledge of Spanish an asset.
- Strong organizational skills.
- Knowledge and understanding of web content management.
- Mastery of all Microsoft Office software and knowledge of Adobe Photoshop.
- Mastery of video editing software an asset.
- High levels of initiative, creativity, and resourcefulness.
- Ability to work in team and intercultural skills.

### OTHER INFORMATION:

The internship will be paid, for a period of 8-12 weeks, three days (21 hours) per week, from 9am-5pm. This internship will begin in May or June 2021, working from home.

### HOW TO APPLY:

Applications should be sent to Vanessa Reggio, Communications Manager, by email: [vreggio@cipc-icpc.org](mailto:vreggio@cipc-icpc.org). The application package must include:

- Application letter;
- Curriculum vitae (including a section with references).

**Deadline to submit application  
April 30 2021**

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