



INTERNATIONAL  
CENTRE  
FOR THE  
PREVENTION  
OF CRIME

CENTRE  
INTERNATIONAL  
POUR LA  
PRÉVENTION  
DE LA CRIMINALITÉ

CENTRO  
INTERNACIONAL  
PARA LA  
PREVENCIÓN  
DE LA CRIMINALIDAD

**THE INTERNATIONAL CENTRE FOR THE PREVENTION OF CRIME (ICPC)  
IS CURRENTLY ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:**

**COMMUNICATIONS ASSISTANT**

The ICPC, located in Montreal, is an international non-governmental organisation, created in 1994, whose mission is to foster international exchanges in crime prevention, to support local, regional, national and international actors through technical assistance and the provision of expertise, and to promote and disseminate promising practices in the field of crime prevention and everyday safety.

The ICPC has about 50 members, including non-governmental organisations, police forces, municipalities and governments from different regions of the world. The ICPC team monitors and analyses trends, provides direct assistance to members, and helps to disseminate and make accessible knowledge in the field. The organisation works in collaboration with the United Nations Office on Drugs and Crime (UNODC) and the United Nations Human Settlements Programme (UN-Habitat).

**MAIN RESPONSIBILITIES**

The main task of the Assistant will be to assist the Communications Manager in the implementation of the ICPC communications strategy, and to support the planning, management and promotion of the organization's communications efforts to reach its target audiences. This is a cross-functional role that directly affects the organization's activities before, during and after their deployment.

Reporting to the Communications Manager, the assistant will more specifically:

- Support the creation and updating of promotional material to highlight the actions of the ICPC (brochure, pamphlet).
- Support the implementation of publication calendars for the different social networks supported by the ICPC.
- Collaborate on the production of content for social networks: research, writing, creation of graphic elements.
- Participate in the production of the monthly ICPC newsletter with MailChimp.
- Contribute to the improvement of the ICPC website (technical aspects, writing of content, regular updates).
- Provide guidance on graphic design.
- Translate and revise (French, English, Spanish) communications, publications, proceedings and content of ICPC projects.
- Support the organisation of ICPC events, both online and offline, and support their coverage.
- Nurture the ICPC network of contacts (organisations, institutions, members) in the field of crime prevention at local, national and international levels.
- Carry out any other related tasks assigned by the Communications Manager or the Director General.

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

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## QUALIFICATIONS REQUIRED

The successful candidate must have a Bachelor's degree in one of the following disciplines: communications, public relations, translation, journalism or other related fields. He/she must also have 1 to 2 years of experience in the communications field. The candidate must have an excellent command of written and spoken French and English with strong writing skills, good analytical skills, creativity and strong organizational skills. Knowledge of Spanish would be an asset.

## OTHER SKILLS REQUIRED

- Basic understanding of HTML and knowledge of web content management system (WordPress) and search engine optimization best practices;
- Proficiency in Microsoft Office and Adobe software (Photoshop, InDesign, Acrobat DC);
- Proficiency in video and/or audio editing software (an asset);
- Ability to work under pressure and to meet deadlines;
- Good judgment;
- Ability to be autonomous and proactive.

## WORKING CONDITIONS

- Full-time position - 35 hours per week;
- Workplace: Montreal;
- Possibility of teleworking;
- Salary will be determined according to the candidate's qualifications and experience (rate offered according to the standards for non-profit organizations).

We encourage candidates who are eligible for a salary subsidy from Emploi Québec to apply.

## HOW TO APPLY

Candidates should send a PDF file to the attention of Vanessa Reggio, Communications Manager, at [vreggio@cipc-icpc.org](mailto:vreggio@cipc-icpc.org) including:

- A letter of motivation;
- A curriculum vitae (including a *references* section).

Only successful candidates will be contacted.

**Deadline for receipt of applications:  
25 March 2022**

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