



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 (SUMMER JOB 2022)

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).

As part of the [Young Canada Works in Both Official Languages \(YCWBOL\) program](#), the ICPC is seeking to fill the position of Communications Assistant for the summer of 2022.

MAIN RESPONSIBILITIES

The main task of the Assistant will be to assist the Communications Team 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.

The objective of the summer employment activities is to provide the student with the opportunity to develop and evaluate their acquired knowledge in the field of communications in order to be able to apply it in a professional setting.

Reporting to the Communications Manager, the assistant will more specifically support two main projects:

- Promote engagement among members who have joined the organization's network through the development of a long-term communication strategy (consolidation of the relationship with members, fostering exchanges, support, promotion).
- Support the organization of an international conference on the theme of safety in public transportation (mobilization of participants, online promotional strategy, writing and follow-up emails, organizing speakers' travel, writing translation and revision of preparation documents).

www.cipc-icpc.org

3535, avenue du Parc, 4th Floor
Montreal (Quebec), H2X 2H8, Canada

Tel: +1.514.288.6731
cipc@cipc-icpc.org



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Moreover, the candidate will be required to:

- Collaborate on the production of content for social networks (research, writing, creation of graphic elements).
- Collaborate on the production of content for social networks: research, writing, creation of graphic elements.
- Participate in the production of newsletters with MailChimp.
- Provide graphic design support.
- Translate and revise (French, English) various types of online content.
- 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.

QUALIFICATIONS REQUIRED

The successful candidate must be in the last year of a Bachelor's degree in one of the following disciplines: communications, public relations, translation, journalism or other related fields. 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

The candidate must be capable of taking part in the development and execution of several diversified sub-projects integrating different components related to communications. He/she must have a good knowledge of current office tools (Microsoft Office Suite, Google Suite) and the Web, have knowledge of and experience with the use of social networks and other internal and external promotional and communication tools specific to the organization (e.g. Mailchimp) as well as knowledge, expertise and skills in event organization and the ability to work with various stakeholders.

WORKING CONDITIONS

- Full-time position: 28 hours per week. 4 days per week;
- Job tenure: 12 weeks
- Workplace: Montreal;
- Possibility of teleworking;
- Possibility of starting in June, 2022
- Salary will be determined according to the candidate's qualifications and experience (rate offered according to the standards for non-profit organizations).
- To apply, the candidate must create a Young Canada Works account: <https://bit.ly/37ixRRA>

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HOW TO APPLY

Candidates should send a PDF file to the attention of Vanessa Reggio, Director of Communications and Public Relations, at 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:
May 31, 2022**

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