

Habitat for Humanity Romania

Internship Opportunities for all students

Organization:

Habitat for Humanity (HFH) is a non-governmental, non-profit organization, open to all religions and ethnicities, that builds, rehabilitates and renovates simple, decent and affordable homes for (and together with) families in great need of shelter and decent housing, thus helping them to break the vicious circle of poverty and given them the possibility to raise children in a healthy environment. Working to help families in need is done through more than 2,100 branches of HFH across 92 countries, including Romania.

Work description:

The Bucharest office is seeking for 2 young academics enrolled at University/Master with background in public relations/social media/blogging. The interims will be encouraged to develop external communication skills through a variety of projects, including editing, drafting letters, conducting media research, working with social media.

Prior experience in this field would be a plus.

The applicant should have good communication skills, the ability to work in a small team and a real interest for the field. Fluency in both English and Romanian is required.

Habitat for Humanity Romania offers equal opportunities to all interested candidates.

II. Tasks for Communication Assistant:

- Editing and design of the communication materials (brochures, flyers, newsletters, etc.);
- Press monitoring
- Writing press releases
- Writing Facebook and Twitter posts
- Creative input for different campaigns (brainstorming sessions)
- Developing a social media strategy
- Database updates
- Translate important documents between English and Romanian, upon request

Specific skills:

- Familiar with one or more of the following programs: CorelDraw, Adobe Photoshop, Adobe Illustrator, Quark Xpress
- Minimum knowledge of the PR tools
- Passionate and curious about communication techniques
- Creative mind

The positions are unpaid. At the end of the internship program the interns will be provided references and a certificate which will attest the completion of the program.

The objectives of the HFH internship are to:

- Provide interns with an opportunity to gain practical work experience to their academic program or future work in a field related to NGO's.
- Enable HFH offices to benefit from the work undertaken by interns.
- Work in an international environment on social responsibility issues.

- Gain experience working in a mutual learning and knowledge sharing environment with world experts.

Start and length of internship:

Preferred starting date: July 18

Preferred length of internship: between 3 and 6 months, part-time (working hours will be accommodated considering the school schedule).

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Please send your CV and letter of interest before July 10. Only selected candidates will be contacted.

Contact information:

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