



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 -Intern in Communications- (Fall 2019)

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.

Reporting to the Communications Manager, the intern will:

- Contribute to the improvement of ICPC's website (technical aspects and content), forefront showcase of our activities.
- Update or create promotional material allowing increased exposure of ICPC's work.
- Maximise ICPC visibility on the Internet and on social networks.
- Participate to the production of ICPC's online newsletter.
- Participate in the organization of various public ICPC events (conferences, cocktails, international colloquiums).
- Update and expand ICPC's contact list especially regarding media interested in topics related to crime prevention.

www.cipc-icpc.org

465, rue Saint-Jean, bureau 803
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cipc@icpc-icpc.org



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- Translate (English, French, Spanish) ICPC communications, publications, proceedings and projects.
- Any other related duties assigned by the Communications Manager or ICPC's Director General.

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 start as soon as possible. Please note that the internship is non-remunerated and includes 2-month trial period. If the applicant is not a Canadian citizen or permanent resident, a temporary work permit is required.

HOW TO APPLY:

Applications should be sent to Kassa Bourne, Director of Administration, by email: kbourne@cipc-icpc.org. The application package must include:

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

Deadline to submit application
August 30 2019

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