Internship Placement – Communications & Partnerships Support, PARIS21

The Partnership in Statistics for Development in the 21st Century (PARIS21 – www.paris21.org), hosted by the OECD, is a unique partnership involving national, regional and international statisticians, policy makers, development professionals and other producers and users of statistics. PARIS21’s goal is to promote, influence and facilitate statistical capacity development and the better use of statistics. With a Secretariat of about 26 staff, PARIS21 supports the development of national statistical systems in low- and lower-middle-income countries and fosters collaboration among developing countries, donors and multilateral institutions. PARIS21 works through technical assistance, advocacy, information exchange and partnerships with all relevant actors.

The selected intern will provide support and assistance to the PARIS21 Communications & Partnerships Manager to promote PARIS21’s work.

The internship is based in Paris, France.

Main Responsibilities

• Supporting social media and website content development and promotion
• Filming and editing video for the PARIS21 website and social media channels
• Recording and editing podcasts
• Designing and layout of booklets, leaflets, brochures, and social media graphics
• Supporting partner engagement, including contributing to analytical and written documents, preparation of presentations, calls and meetings
• Supporting partner and donor identification and research
• Contributing to PARIS21 partnerships and communications projects, campaigns and activities
• Coordinating knowledge management and reporting
• Other tasks as required by PARIS21 management

Ideal Candidate Profile

• The candidate must be enrolled in an accredited degree programme
• Very strong writer in English, fluency in French or Spanish an asset
• Extensive knowledge of the Adobe CC suite of tools
• Extensive writing experience for a general audience (blog posts, web articles, journalism)
• Extensive social media experience
• English native speaker or advanced fluency

Contract Duration

6-month internship starting from 01 March 2020, with possibility of renewal.

Please send your CV, cover letter and a recent example of your written work to sasha.ramirez-hughes@oecd.org by 10 February 2020.

Please also create a general profile on the OECD Taleo page.