

COMMUNICATIONS INTERN, EXECUTIVE OFFICE

ABOUT THE JOB

Who we are

GPE is a shared commitment to ending the learning crisis. It is the only global partnership fund dedicated entirely to helping children in lower-income countries get quality education, to unlock their potential and contribute to building a better world. With nearly 20 years' experience helping partner countries to get more children in school and learning, we convene teachers, civil society, donors, United Nations agencies, development banks, businesses, and philanthropists behind partner country leadership to finance and support solutions so that no child is left behind.

What we do

GPE convenes partners and mobilizes funds to help governments in 76 lower-income countries build and finance strong and sustainable education systems that deliver quality learning to more children, especially those who are marginalized by poverty, gender, disability, or displacement. GPE focuses on driving transformation at scale to get the most vulnerable children in school, improve teaching and learning, and build resilient education systems capable of withstanding shocks and adapting to new challenges. GPE's approach achieves lasting impact by convening partners behind country leadership. We support government efforts to advance teaching and learning for the 21st century, mobilize more and better financing, and scale up proven solutions for the poorest and hardest-to-reach children.

GPE recently approved a new strategy and operating model, GPE 2025, which is grounded in a "system transformation" approach and seeks to support and sustain education reforms with the potential for impact at scale. Within this framework, it was agreed to work with developing country partners to catalyze progress in four system transformation enabling factors: Equity, efficiency, and the volume of domestic financing of education; Gender responsive sector planning, policy, and monitoring; Use of data and evidence; and Sector coordination.

Raise Your Hand

Over the next five years, GPE is continuing to fundraise to reach our target of raising at least US\$5 billion will help ensure that 175 million children can learn and enroll 88 million more. In the longer term, this investment could add \$164 billion to economies in the developing world, lift 18 million people out of poverty, and protect two million girls from early marriage

Description

The Communications Intern will report to the Chief of Staff in the Executive Office (EXO). They will work closely with the Chief of Staff and Special Assistants to the Chief Executive Officer (CEO) and Board leadership to support internal communications on leadership engagement and other key

communications deliverables issued by EXO (CEO reports to the Board, CEO and Deputy CEO's overviews in the internal newsletter, ...).

Duties and Accountabilities

The Communications Intern will work closely with colleagues in EXO and across the Secretariat to provide appropriate and quality support on internal communications. Key responsibilities include the following:

- Drafting CEO and DCEO overviews in the Friday Note, GPE internal newsletter
- Supporting the team in coordinating and drafting the CEO report(s) to the Board
- Drafting other internal and external communications from the leadership as tasked by the Chief of Staff
- Updating EXO intranet page and EXO internal communication material

SELECTION CRITERIA

Education and Experience

- Strong oral and written communication skills.
- A Bachelor's degree or equivalent combination of education and experience in communications, journalism, international or political studies, education, or related.
- Candidates currently pursuing masters' degrees or further certification in communications or international/political studies are preferred
- Strong teamwork and interpersonal skills.

Language Requirements

Fluency in oral and written English. Writing proficiency in French is preferred.

Competencies

Collaboration & Teamwork - Actively collaborates with others and displays an open, helpful attitude. Acts as a team player, stepping in to support colleagues when asked. Recognizes and values the role of each team in delivering on GPE's mission. Approaches conflicts and obstacles as shared challenges to be overcome.

Communication & Interpersonal Skills - Has experience & success working in multicultural environments. Speaks and writes clearly and effectively, adapting language, tone, style, and message to diverse, multicultural audiences. Is able to communicate complex information in succinct and digestible ways. Shares information and keeps people informed; Operates with transparency, in a way that builds trust in a culturally diverse environment. Maintains productive working relationships with colleagues

Adaptability - Has a high degree of flexibility - responds to changing circumstances without losing momentum. Learns new skills and performs work in different ways. Remains calm in stressful situations. Professionally deals with personal discomfort in a changing work environment.

Timeframe

This internship program is for 10 weeks including 8 weeks of virtual work and 2 weeks based in DC starting as soon as October 1, 2022.

DIVERSITY AND INCLUSION STATEMENT

Poverty has no borders. Neither does excellence. This is why we continually search for qualified individuals with a diverse set of backgrounds from around the globe. We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, creed, race, color, ethnicity, sexual orientation or disability.

GPE has a zero-tolerance policy against all forms of sexual exploitation, abuse and harassment in line with its PSEAH policy.

Individuals with disabilities may be provided reasonable accommodations to perform essential functions of the role and support in receiving other workplace accommodations.

› [Read more about the GPE Inclusive Internship Program.](#)