

## INTERN – COMMUNICATIONS TEAM

### **Background**

#### **Who we are:**

The Global Partnership for Education (GPE) is a shared commitment to ending the world’s learning crisis. It is the only global partnership and fund dedicated entirely to helping children in lower-income countries get a quality education, so they can unlock their potential and contribute to building a better world.

We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to achieve our shared vision that every child deserves to learn.

#### **What we do:**

GPE currently supports more than 80 lower-income countries to transform their education systems so that all children can get the education they need to thrive. We work where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those who live in countries characterized by extreme poverty or conflict.

#### **How we work:**

Transforming education is about creating lasting changes and achieving impact at scale. GPE’s new strategic plan, GPE 2025, sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries get more girls and boys in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century.

Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. In 2020, GPE was also the largest provider of education grants in the global COVID-19 response, rapidly providing partner countries with vital resources to ensure that learning could safely continue.

The communications team in the GPE Secretariat would like to recruit an intern to help with a variety of tasks. The intern will report to the team lead and work with various team members.

### **Duties and accountabilities**

The intern's duties will be varied and cover potentially all areas of the communications team's work. Specially, the intern would support the following tasks:

- **GPE photo libraries:** help organize and clean up the various Flickr galleries (public/private) to ensure they conform to the latest guidelines on ethical storytelling and data privacy/copyright.
- **GPE social accounts:** support production of content for social media channels, including Twitter, Facebook, LinkedIn, Youtube, Instagram
- **Data/facts collection and sourcing:** help identify new data points and key facts and their sources to support advocacy around education for various products
- **Communication team files:** help review the filing architecture and organization of the Teams files
- **Information account:** help answer external queries to the GPE information account.
- Other duties as needed

## SELECTION CRITERIA

### Education and Experience

- A Bachelor's degree or equivalent combination of education and experience in Communications, Journalism or related field.
- Should be currently perusing graduate studies.
- Strong oral and written communication skills in English and potentially other languages, such as French, Spanish, Portuguese, Arabic.
- Strong teamwork and interpersonal skills.

### Knowledge and skills

- Knowledge and/or familiarity with communication concepts, tools and products
- Attention to detail

### Competencies

- **Collaboration & Teamwork** - Actively collaborates with others and displays and 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 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**

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.](#)