



Peace Brigades International

Village Partenaire

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1060 Brussels, Belgium

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www.peacebrigades.org

Peace Brigades International seeks Communications Volunteer from February 2020

POST DESCRIPTION

1. Main purpose of the role

To provide effective communications support to the PBI International Office.

2. Position in the organisation

This is an unpaid position. The volunteer will report to and be supported by the International Communications Coordinator and will work in coordination with other PBI staff and volunteers.

3. Place of work

Volunteer work can be carried out remotely and candidates should be willing and able to work from home. Candidates should have a good internet connection and be able to commit to working during at least some hours when the International Communications Coordinator is available.

4. Organisation overview

Peace Brigades International (PBI) is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation through protective accompaniment, peace education, and independent observation. Set up in 1981, PBI provides protection for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict. PBI currently has projects in Colombia, Guatemala, Honduras, Indonesia, Kenya, Mexico and Nepal.

The functions of the International Office include co-ordination, strategy, communication, financial management, legal oversight, organisational development and project support. For further information see www.peacebrigades.org.

5. Scope of the role

The successful candidate will work with the International Communications Coordinator and assist with online communication tasks such as keeping the International Secretariat website updated, contributing to our social media presence, translating/editing internal and external documents, and other tasks as needed. The candidate will have the opportunity to understand the contexts of the different PBI projects, investigate certain topics of interest and help design effective campaigns to shed light on the challenges that human rights defenders face in different parts of the world. The candidate will assist the International Communications Coordinator to implement the Global Communications Strategy and continue to strengthen strategic communications across the organisation. The position would be ideal for someone with a communications background who is interested in gaining practical experience in the area of communications within a small but busy NGO. We are especially interested in those candidates who also have a demonstrable interest in the field of human rights and share PBI's vision and commitment to the protection of human rights defenders across the world.

6. Primary tasks

- Updating the ISEC Facebook and twitter accounts with posts about activities in the different PBI entities, news articles and other content
- Writing and translating articles for PBI's international website (Spanish and English)
- Supporting the elaboration of PBI's Global Annual Review

Peace Brigades International - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982.



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- Participating in the Communications Working Group to hear updates from all PBI projects
- Come up with international campaign ideas and help elaborate content
- Opportunities to take on other tasks and projects depending on interest and experience

7. What we offer

- Experience in general communications procedures necessary for an international NGO.
- An opportunity to gain an understanding of PBI's philosophy, mandate and internal functioning and how this is put into practice in our work.
- Insight into the challenges facing human rights defenders across the world
- Opportunity to actively support HRDs by shedding light on their work and struggles
- Opportunity to contribute creative ideas, take leadership on tasks and join in organizational decision making on communication strategy and activities
- Line management and support

8. Person Specification

Essential:

- Relevant studies and/or previous experience in communications
- Highly organised individual able to plan, prioritise and work to tight deadlines both individually and as part of a team
- Experienced in online communications and social media (ideally for an organisation)
- Excellent attention to detail
- Excellent spoken and written English (Spanish fluency highly desirable)
- Proficient in the use of Microsoft Office Suite
- Individual with initiative and enthusiasm
- Understanding of and interest in human rights
- Able to make a three-month commitment to PBI volunteering at least one day per week.

Desirable:

- Experience in the use of design software
- Knowledge / experience using Drupal systems

To apply send CV and short motivation letter explaining why you would be interested in the work and your relevant experience to: Hannah Matthews: hannah.matthews@peacebrigades.org. Applications will be accepted on a rolling basis until the position has been filled.

Shortlisted candidates will be invited to interview. We regret that we will not be able to respond to unsuccessful candidates.

PBI values diversity and has a strong commitment to equality of opportunity. All applicants will be treated on equal terms, without discrimination on any grounds, and especially for reasons of gender, gender identity, ethnicity, sexual orientation or ability.