

Terms of Reference

<i>Job title:</i>	Policy and Communications Assistant (Paid Internship)
<i>Duration:</i>	6 months, full time
<i>Organization:</i>	International Catholic Migration Commission (ICMC)
<i>Reports to:</i>	Policy Officer
<i>Location:</i>	Geneva
<i>Starting date:</i>	September 2023 - February 2024

The International Catholic Migration Commission (ICMC) is an internationally operating, non-governmental and Catholic-inspired organization that serves and protects refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality.

In direct partnership with global and regional civil society partners, ICMC serves as the Coordinating Office for the [Civil Society Mechanism](#) of the [Global Forum on Migration and Development \(GFMD\)](#), which oversees civil society engagement and participation in the GFMD. ICMC also serves as the Secretariat for the [Civil Society Action Committee \(AC\)](#), a global civil society platform which provides a space to civil society organisations for information sharing and collective advocacy and action on global migration policies and governance, in particular, but not limited to, the implementation of the [Global Compact for Safe, Orderly and Regular Migration \(GCM\)](#).

The Policy and Communications Assistant will form part of the small but dynamic policy team. Directly supporting the Policy Officer and the Associate Policy and Communications Officer, she/he will help with and be trained on broad policy, communications and policy-related programme work, including event organizing and logistics, attending and reporting on meetings and webinars, mailing and website maintenance.

Responsibilities and tasks:

Working closely with the policy team based in Geneva, London and California, and reporting directly to the Policy Officer, the Policy and Communications Assistant will:

- Assist in the planning, organisation and administration of various activities including meetings, consultations (both in-person and online), conferences, in particular for the Civil Society Preparatory Meeting (CSPM) of the GFMD summit in Geneva, Switzerland in January 2024.
- Support on communication outputs, including website and social media management, mailings, liaison with interpreters/translators, proof reading texts, etc.
- Support on logistics coordination for civil society participation in the Global Forum for Migration and Development (GFMD) summit in January 2024

- Assist in the preparation of programme and conference reports, including for the Civil Society International Steering Committee (ISC) of the GFMD, and for the Civil Society Action Committee.
- Support the AC Secretariat in developing a range of civil society activities around the implementation of the GCM, in particular advanced preparations for the Regional Migration Review Forums (RMRFs) of the GCM scheduled for 2024.
- Assist with procurement of services, equipment and materials for the office.
- Perform any other relevant duties related to the GFMD and Civil Society Action Committee.

Profile:

- (In final stages of) degree in migration studies, international law, international relations, public policy, administration, event management or a related field
- Familiarity and ability to work collaboratively with civil society and other partners
- Excellent level of written and spoken English is necessary. Fluency in French and/or Spanish is a major plus.
- Strong computer skills. Knowledge of design software, websites/content, and management systems a plus
- Prior experience of in-person or hybrid event organization is a major plus
- Ability to work in a small team in an international environment, with remote team members
- Strong planning, proactivity and organization skills a must
- Strong attention to detail
- Occasional travel within and outside of Europe may be required

Applications from candidates living or studying in Switzerland, or holders of a valid Swiss work permit are particularly encouraged, in particular, those based in/near or willing to temporarily relocate to Geneva.

How to apply:

If you are interested to apply for this internship, please note the following

- send us a *Curriculum Vitae* (no more than 2 pages), and a 1-page motivation letter explaining why you are suited to this role – only applications referring specifically to the job requirements and specifications will be considered.
- Applications are to be sent to: policy@icmc.net.
- Kindly include “**Internship - Policy**” in the email subject line.
- The closing date for receipt of applications is 25 August 2023.

Applications will be evaluated upon receipt and early submission is encouraged. Shortlisted candidates will be interviewed over the course of mid-late August. Only shortlisted applicants will be notified by e-mail on the outcome of their application by the start of September.

ICMC is committed to equal opportunities for applicants and employees, and strives for a diverse and balanced workforce. All applications will be treated with confidentiality.