



Communications Intern

(M/F) Netherlands/Leiden

ABOUT STICHTING IKEA FOUNDATION

Stichting IKEA Foundation is the philanthropic arm of INGKA Foundation, the owner of the INGKA Group of Companies. The vision of IKEA Foundation is to create a better everyday life for the many people. Our mission is to improve the lives of vulnerable children by enabling their families to create sustainable livelihoods, and fight and cope with climate change.

We are looking for a Communications Intern. Preferred start date is January/February 2019 – for a period of up to 6 months. The position is part of the Communications team which is charged with promoting and advocating the Foundation's strategic objectives and programmes. Learn more on www.ikeafoundation.org.

PRIMARY OBJECTIVE OF THE POSITION

This is an exciting role where you will learn new skills whilst finding interesting and creative ways to listen to conversations, promote stories, engage with audiences and increase our reach in priority regions.

The role would suit someone with a communications background, who is interested in international development and sustainability and enjoys finding creative and powerful ways to create meaningful engagement. You don't need to be an expert, but rather have the passion and curiosity for this field, coupled with a flair for social media, eager to gain work experience in communications, media relations and international development.

As Communications Intern, you will be part of a small but enthusiastic team of people who are committed to make a difference. You will report to the Chief Communications Officer.

The position is based at the Foundation's office in Leiden, the Netherlands.

KEY RESPONSIBILITIES

- Co-ordinate, produce and distribute briefing notes, background papers and/or internal and external reports, as directed
- Research the IKEA Foundation's impact and media coverage in key countries to identify communications opportunities
- Conduct media clipping and monitoring and help draft media analyses
- Organise travel, appointments and interviews for the communications department, as required

- Support the IKEA Foundations social media efforts on various internal and external channels
- Monitor and research important developments, media coverage on certain issues, research reports and other relevant materials to inform upcoming communications efforts
- Research journalists and help build press lists
- Draft communications for the general public including text for website, online, print and social media posts; case studies; and updates
- Maintain digital and filing/archiving systems for all press output
- Monitor all general media inquiries providing information, multimedia materials, documentation and reports and liaising with appropriate communications staff, with guidance from the department
- Build and maintain IWitness database
- Create IWitness distribution lists for various groups
- Create and maintain a dialogue with countries during and following the trips to drive engagement and help them better understand how to utilize these trips for communication purposes
- Help set-up and administrate around IWitness workshops
- Support with the fine-tuning of the website (back end administration)
- Build our online image library

PROFILE

- Excellent written and verbal communication skills in English
- Excellent computer literacy (Word/Excel/Powerpoint, database, internet research)
- Self-motivated and able to take responsibility with a commitment to teamwork
- Strong administration and coordination skills
- A communicative person who is thorough, with a keen eye for detail and an ability to work well under pressure, meet tight deadlines and a flexible mindset regarding working hours
- Flexibility and ability to maintain confidentiality.

WHAT WE OFFER

We offer a dynamic working environment amongst co-workers from different nationalities in an exciting field of business. Amongst these nationalities we share a single culture and set of values. You will be able to contribute to constantly improving the grant making experience at IKEA Foundation. In doing so, you will have the opportunity to work with innovative solutions and you will be challenged to come up with ideas for improvements in all areas. The better we can support our co-workers and partners, the more time and energy they can spend on the causes that we support!

HOW TO APPLY

Interested applicants should send a cover letter, CV and the completed assignment, in English, to lisanne.wit@ikeafoundation.org. Please submit your application as soon as possible but no later than **December 31, 2018**.

Assignment:

Please respond to the following question in no more than 3 paragraphs (no more than half a page). What is your overall assessment of IKEA Foundation's communications: website, social media, press coverage and others? What do you think could be improved and what do you like the most?

Applicants must be able to demonstrate their right to live and work in the Netherlands for the duration of the internship.

IKEA Foundation is unable to cover the costs of travel or relocation to Leiden or provide help with finding or funding accommodation.

As we receive a large response for available opportunities, we are unable to respond to those applicants who have not been shortlisted and we apologise for this in advance. If you do not hear from us within 1 week of the closing date, please assume that you have not been shortlisted.