



<b>NOMBRE DE INSTITUCIÓN</b>	World Leadership Alliance Club de Madrid
<b>SOBRE LA INSTITUCIÓN</b>	Club de Madrid is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their unique leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts with the hands-on governance expertise of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This alliance stimulates dialogue, builds bridges and engages in advocacy efforts to strengthen public policy and effective leadership through policy recommendations that tackle challenges such as, inclusion, sustainable development and peace at the national and multilateral level.
<b>POSICIÓN</b>	Communication Area
<b>UBICACIÓN</b>	Madrid
<b>FECHA DE INICIO IDEAL</b>	June 2024
<b>DURACIÓN</b>	4-6 months (flexible)
<b>La posición es medio tiempo o tiempo completo? Puede ser remota? Horas a la semana?</b>	15-20h /week in a hybrid format. The intern will perform his/her internship remotely on Wednesdays and Fridays.
<b>COMPENSACIÓN</b>	
<b>DESCRIPCIÓN DE LA POSICIÓN</b>	<ul style="list-style-type: none"> <li>• Support the preparation and edition of Club de Madrid communication packages including press releases, audio-visual/printed material and related pieces;</li> <li>• Help with the promotion, feed and maintenance of the Club de Madrid website;</li> <li>• Support the management, maintenance and update of Club de Madrid social media channels;</li> <li>• Create/draft related communications and advocacy materials/pieces, and prepare briefing notes on strategic partners and potential collaborators;</li> <li>• Assist in the preparation, design, and publication of newsletters, updates and reports internal and externally;</li> <li>• Keep track of news pertaining to the work of the organization and create media clippings reports;</li> <li>• Support the research, mapping and benchmark for improving communications, outreach and media engagement;</li> </ul>



	<ul style="list-style-type: none"><li>• Help with the updating of Club de Madrid databases (media, influencers, stakeholders, collaborators);</li><li>• Assist in the planning/organization of Club de Madrid events and activities;</li><li>• Support the media/social media impact measurement, including possible livetweeting;</li><li>• Other duties as the Communications Unit may reasonably require</li></ul>
<b>REQUISITOS</b>	<ul style="list-style-type: none"><li>• At least two years completed of a Bachelor's degree in Communication, Journalism, Politics, International Relations or related field. Postgraduate studies will be an asset;</li><li>• Experience in the communications field will be preferred;</li><li>• Experience related to communications and social media outreach, whether voluntary (such as campaigning), private (such as blogging, creative writing, etc.) will be an asset;</li><li>• Political awareness, interest in international relations/politics and the promotion of democracy;</li><li>• Basic graphic design and IT skills;</li><li>• Knowledge of online and offline communications tools: Facebook, Twitter, YouTube, Instagram, LinkedIn, mass mailing;</li><li>• Knowledge of WordPress will be an asset;</li><li>• Fluency in English and Spanish, both oral and written, is required</li></ul>
<b>LENGUAS REQUERIDAS</b>	Fluency in English, both oral and written, is required.
<b>CÓMO APLICAR</b>	Email: <a href="mailto:sdeagustin@clubmadrid.org">sdeagustin@clubmadrid.org</a>
<b>FECHA LÍMITE PARA APLICAR</b>	May, 19 2024