



Peace Brigades International
International Office, Development House,
56-64 Leonard Street, London EC2A 4LT, U.K.

Tel: +44 20 7065 0775
Email: admin@peacebrigades.org
Website: www.peacebrigades.org

Social Media and Communications volunteer

JOB DESCRIPTION

1. Main purpose of the role

To provide effective support to the Communications team

2. Position in the organisation

This is an unpaid position. The volunteer will report to Communications team.

The volunteer will work one day per week in the International Office at the address below.

3. Place of work

International Office, 6th Floor, Development House, 56-64 Leonard Street, London, EC2A 4LT. This office is fully accessible.

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, Mexico and Nepal, with explorations in Kenya and Honduras.

The functions of the International Office include co-ordination, communication, administration, financial management, organisational development, fundraising and advocacy. For further information see www.peacebrigades.org.

5. Scope of the role

The main area of responsibility of the volunteer will be to assist the Communications team with systems administration, content updates/migration and translations

The position would be ideal for students of communications/admin course/degree or similar seeking experience in the area and/or those looking to gain experience in the Human Rights field. The successful candidates will work as part of our international office team. Dependent on the interests and skills of the volunteer, they may also be asked to assist in other areas of the work of the international office.

6. Primary tasks

Systems administration

- Adding content to various social networks such as facebook, issuu, scribd and flickr
- Migrating internal content, documents and images to our new social media intranet
- Acting as a picture librarian for our digital photo archive
- Updating sections of the international website using our content management
- Other administrative tasks as needed

Translation

- Translation of internal documents from English to Spanish
- Checking the accuracy of translation of documents translated by other volunteers
- Translating internal documentation – including forum posts and creating voice-overs for training videos

What we can offer

- Experience, ongoing training and guidance in the areas of social media, communications and in the administration of various web systems.
- An opportunity to gain an understanding of PBI's philosophy and mandate, internal functioning and how this is put into practice in our work
- An opportunity to meet PBI field volunteers and human rights defenders from organisations that PBI accompanies
- PBI will pay lunch and travel expenses for the day the volunteer comes to work in the office.

PERSON SPECIFICATION

Essential:

- Highly organised individual able to plan, prioritise and work to tight deadlines both individually and as part of a team
- Previous experience/education of communications
- Excellent spoken and written Spanish (native speaker desirable)
- Experience of translating from English to Spanish
- Technically proficient and social media whizz
- Able to pick up and understand online tools and software quickly and software intuitively
- Understanding of human rights
- Able to commit to six months and willing to travel
- Able to start immediately

Further information about the work of PBI: www.peacebrigades.org

To apply send CV and an explanation of why you would be interested in the work to:

Cinzia Cimmino T: 020 7065 0775 | Email: admin@peacebrigades.org

Deadline Monday 5th March 2012

Interviews: Wednesday 14th March 2012