JRS Assistantship Job Description

Identification of Position

**Position Title:** Communications assistant  
**Location:** Rome, Italy  
**Reports to:** Director of Communications  
**Starting date:** 01/09/2016  
**Contract duration:** 11 months (Sep-July), renewable for a second term  
**Compensation:** €634/month

Position Requirements

**Organisational Context**

The Jesuit Refugee Service (JRS) offers an assistantship for recent graduates from Loyola University Chicago and/or the John Felice Rome Center (JFRC). The opportunity is open for eleven months (September to July), with the possibility of being extended for a second year.

The assistantship would be fulfilled in the Communications Department of the JRS. The assistantship includes a round-trip airfare to Rome, insurance, and a 634 Euro stipend per month, all provided by the JRS. Room and board are provided by Loyola University Chicago’s JFRC, and includes opportunities to engage in various activities within its community of students, faculty and staff. All applications must be completed by 15 April 2016.

The Jesuit Refugee Service (JRS) is an international non-governmental organisation with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organisation was founded in November 1980 and has a presence in over 45 countries with educational and psycho-social projects in humanitarian or fragile contexts (protracted conflicts, refugee camps, etc.). JRS undertakes services at national and regional levels with the support and guidance of its international office in Rome. The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term wellbeing of refugees and displaced people, while not neglecting their immediate or urgent needs.

**Operational Context/Role**

Approximately 25 staff members work in the JRS International Office in Rome, in the following areas: communication, fundraising, finance, advocacy and programmes. The Communications Assistant will work under the supervision of the Director of Communications and in close cooperation with the Social Media Associate and Campaign Communications Coordinator. The work of the department ensures good planning and the high quality of JRS projects implemented around the world. The working language is English, but French and Spanish are helpful in dealing with staff members regions and countries across the world.

The role of communications in JRS is to promote the mission of the organisation: to accompany, serve and defend the rights of refugees and forcibly displaced people. Communications promotes understanding of issues facing refugees, empowering advocates to address root causes of forced migration and forced migrants to claim their rights. Communications also highlights best practices within JRS programmes, helps explains to our supporters why new resources are needed, and attract dedicated people to the work of the organisation.
Situated in Rome, the communications department of the international office of JRS works closely with the department of advocacy, human resources, programmes, and fundraising, as well as with communications officers based in 10 regional offices throughout the world.

Communications in the International Office is divided into two distinct areas in JRS: print, and electronic (including media, web and social media). Their roles are to:

1. Develop JRS communications policies, procedures, and supporting tools;
2. Enhance the communications capacity (regional, country, and field) *inter alia* through support and training;
3. Develop and implement strategic communications plans for JRS, including content production, and message and audience identification;
4. Support advocacy and fundraising areas in highlighting best practices, urgent areas in need of funds, and bringing key advocacy issues to identified audiences;
5. Work as part of an overall International Office team, and so cooperate as required with other roles, such as fundraising, human resources, programmes, and advocacy.

**Key Responsibilities**

- Provide feedback on and making edits to communications content generated by regional officers internationally. This could include written articles, social media content, video, photographs and audio clips;
- Organise and manage the dissemination of all content for publication on the JRS website, as well as social media channels;
- Conduct research on best practices of communications practices and procedures for NGOs;
- Contribute to the development and implementation of institutional documents on best practices for social media, copy editing, organisational branding and other policies;
- Contribute to the development and implementation of the communications strategic plan;
- Liaise with communications officers based in regional offices via regular Skype calls, training sessions and meetings;
- Oversee the work of interns from time to time: provide guidance and ensure their work is of the highest quality;
- Translate documents from French, Spanish or Italian into English;
- Engage with faculty and students at Loyola’s JFRC in various ways and throughout the academic year, to raise awareness of the work and mission of the JRS, to share experiences, and to involve them in events and projects in Rome.

The Communications Assistant carries out his/her functions under the direct supervision of the Director of Communications.

**Required Competencies**

- Professionalism and willingness to learn;
- Excellent communication and organisational skills;
- Knowledge and understanding of issues and challenges related to forcibly displaced persons is an asset;
- Ability to work independently and to deliver products under time pressure;
- Very good analytical and writing skills;
- Good interpersonal skills, including a respectful and tolerant attitude vis-a-vis people from different backgrounds.
Qualifications and Experience:

Education and Experience

- A University degree (at least a BA) in communications, journalism, international studies, political sciences or in a related field, mandatory;
- Interest in International Studies, Journalism, or a related area, mandatory;
- Excellent organisational skills, experience of managing many tasks at one time mandatory;
- Excellent word processing skills mandatory;
- Experience working in a newsroom and knowledge of editing software, desirable;
- Experience working in a refugee setting, desirable;
- Experience working, studying or volunteering abroad, desirable.

Language

- Fluency in English is required. Knowledge of French or Spanish is helpful but not essential. Knowledge of Italian will be considered an asset.

Technical Skills

- Excellent word processing skills mandatory;
- Experience working in a newsroom or CMS and knowledge of editing software, desirable.

Core values and ethics

- Good understanding of and compatibility with the values of JRS;
- Very good pastoral sense and listening abilities and communication/inter-personal skills;
- Demonstrated ability and experience of working in a multi-cultural setting with good multicultural sensitivities and in a flexible environment.

Terms and Conditions

The contract is for 11 months, full-time (100%), with an initial probationary period of three months. After a positive review, the contract is renewable for a second term.

Application Procedure

All applications should include:

1. A completed resume, indicating your name, age, degree, year of graduation, name of university, previous work experience, including previous service work or study abroad and any professional expertise you might offer. All applicants must be recent graduates of Loyola University Chicago and/or the John Felice Rome Center;
2. A cover letter outlining how you meet the above requirements and how this opportunity will build upon your previous studies and prepare for a future career in refugee or other related areas;
3. GPA at graduation: please note that a 3.5 GPA is required for consideration;
4. The names of two former faculty or academic administrators;
5. The referees of selected candidates will be approached regarding previous volunteer service, internships, or service learning.

All applicants are requested to send their completed application to the Senior Academic Services Advisor at the JFRC, Ms Carla Mollica, at cmollic@luc.edu.

For further information, visit the JRS website, http://www.jrs.net, or email the Associate Dean for Academic Affairs at the JFRC, Dr. Alexander Evers, at aevers@luc.edu, and/or the Director of Communications at JRS, Ms Jacquelyn Pavilion, at Jacquelyn.Pavilion@jrs.net.
All applications and recommendation letters must be in by **15 April 2016**. The intern will be selected in **early May**.

*The Jesuit Refugee Service is an international humanitarian organisation, with a mission to accompany, serve and advocate for the rights of refugees and other forcibly displaced persons. JRS has a priority to work wherever the needs of displaced individuals are urgent and unattended by others, and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, most of which centre around formal and informal education needs.*

Established by the Society of Jesus (Jesuits) in 1980, JRS is an officially registered foundation of the Vatican State since 2000. JRS works primarily in the field of education, emergency assistance, healthcare, and social services. It promotes international human rights legislation, either through participation in international campaigns and coalitions or through membership in international fora, such as the UN Economic and Social Committee (ECOSOC).

*Due to the unique nature of relief activities, the exact duties of the employee and the working schedule may have temporary variations.*

*All employees are requested to demonstrate flexibility.*

*The Jesuit Refugee Service is committed to constant review and evaluation of project activities. This job description may be subject to modifications based on the review and evaluation of activities. These modifications will be defined and discussed between the employee and JRS.*