JRS Assistantship Job Description

Identification of Position

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Communications assistant</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Rome, Italy</td>
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<tr>
<td>Reports to:</td>
<td>Communications Coordinator</td>
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<tr>
<td>Starting date:</td>
<td>01/09/2018</td>
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<tr>
<td>Contract duration:</td>
<td>11 months (Sep-July), renewable for a second term</td>
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<tr>
<td>Compensation:</td>
<td>€700.00/month</td>
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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 and Advocacy Department of the JRS. The assistantship includes a round-trip airfare to Rome, insurance, and a 700 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 25 April 2018.

The Jesuit Refugee Service (JRS) is an international non-governmental organisation (INGO) 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 currently has ten regional offices and a presence in over 45 countries. JRS undertakes services at local, national and regional levels with the support and guidance of an international office (IO) in Rome. The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people, while not neglecting their immediate or urgent needs.

The main services provided are in the field of education, emergency assistance, and psychosocial support and livelihood activities. Currently, more than 724,000 individuals are direct beneficiaries of JRS projects.

Operational Context/Role

Approximately 25 staff members work in the JRS International Office in Rome, in the following areas: communication and advocacy, philanthropy and development, finance, human resources and programmes. The Communications Assistant will work under the supervision of the Communications Coordinator and in close cooperation with the Advocacy Officer and the Digital Content Editor. 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.

Situated in Rome, the Communications and Advocacy department of the international office of JRS works closely with the department of Philanthropy and Development, Programmes, and Human Resources, 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;
- Proofread and provide feedback on internal communications content;
- Assist in the dissemination of all content for publication on the JRS website, including JRS dispatches, as well as social media channels;
- Assist in the research and implementation of best practices for social media, copy editing, organizational branding and other policies;
- Assist in the development and implementation of the communications strategic plan;
- In close collaboration with Philanthropy and Development, assist in gathering content, planning, and disseminating campaigns throughout the year;
- Ensure that messages and inquiries submitted through the JRS website or on social media receive a reply or are redirected to the appropriate person;
- Maintain up to date the photo and video databases, and assist in filing and archiving JRS content;
- 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;
- Perform any other duties as requested by the supervisor.

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

**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

- Excellent written and verbal communication skills in English are required; a second professional working knowledge of French is strongly preferred; professional Italian and/or Spanish is helpful.

Technical Skills

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

Core values and ethics

- Commitment to JRS mission, vision and values, and the ability to convey with enthusiasm JRS’s role in accompanying and serving forcibly displaced people and in advocating for their right to protection and a life in dignity;
- High integrity, honesty and confidentiality; ability to deal tactfully and discreetly with situations, people and information;
- Acceptance of diversity and inclusion as a core value. Willingness to work in flexible, sub-optimal and multi-cultural environments.

Travel

- The job may require travel to JRS locations around the world.

Terms and Conditions
The contract is for 11 months, full-time (100%), with an initial probationary period of three months. After a positive end-of-the-year review, the contract may be renewed 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. Two letters of recommendation by 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 Melly Preira, Human Resources Director at melly.preira@jrs.net.

All applications and recommendation letters must be in by 25 April 2018. The intern will be selected in the first half of 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.