

ABColumbia

CAFOD, Christian Aid, Oxfam GB, SCIAF, Trócaire
Working for Peace and Human Rights in Colombia

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ABColumbia Research and Communications Internship

ABColumbia is looking for a dynamic person to work on issues related to human rights and development as part of the ABColumbia team. The person should either have experience of working in issues related to social media and communications, human rights or development or a degree in human rights, development or a related subject. They should be fluent in English and have an advanced level of Spanish. They should also be flexible and able to work well in a small team.

As an intern you will assist with carrying out research, editing the website and other communications work - including working on social media campaigns, the logistical planning and organisation of public events, meetings and human rights defender tours. In addition, you will be required to help manage information and undertake a range of administrative tasks.

About ABColumbia

ABColumbia is the advocacy project of a group of five leading UK and Irish organisations with programmes in Colombia: CAFOD, Christian Aid UKI, Oxfam GB, SCIAF and Trócaire. Amnesty International and Peace Brigades International are observer members.

Founded in 1997 to work on the question of forced internal displacement, it has since expanded its mandate to cover human rights and development. ABColumbia's purpose is to influence decision makers in the UK and Ireland and, through them, European level decision making - with a view to resolving the human rights and humanitarian crisis in Colombia and achieve a lasting peace and equitable and sustainable development. ABColumbia's thematic areas of work are: Natural resources access and control; Land and territory; Conflict transformation and peace building; Women and conflict-related sexual violence; and Protection of defenders and their working space. For further information about our work please visit our website: www.abcolombia.org.uk

Tasks and Responsibilities

- Assist with research.
- Provide logistical support in the organisation of public and in-house virtual events.
- Assist with publicity.
- Assist in drafting texts for ABColombia's communications and advocacy work.
- Assist in maintaining databases of information and up to date research on the situation of human rights in Colombia.
- Read, monitor, filter and manage incoming information and news on Colombia in English and Spanish.
- Provide logistical support for virtual tours by representatives of Colombian civil society.
- Support the implementation of ABColombia's social media strategy.
- Support and help to develop Social Media Campaigns
- Carry out on-going administrative tasks.
- Use and contribute to ABColombia office systems
- Provide other support to ABColombia where appropriate and agreed.

Skills Needed

- Ability to read and summarise information from a variety of sources (in English or Spanish)
- Good research skills
- Excellent verbal and written communications skills in English and Spanish
- Excellent writing skills (including writing for the Web);
- Excellent IT skills (Office, CMS);
- Excellent organizational and planning skills
- an ability to prioritize from a range of tasks;
- Self-motivated, able to prioritise from a range of tasks and able to work independently while functioning well as a member of a small team
- Educated to degree level
- Good time keeping
- Demonstrable understanding of human rights and development issues

Commitment

- Candidates must be in sympathy with the aims of the ABColombia Group.
- Candidates must be able to commit to a minimum of 6 months working 2 or 3 days a week.

This is an **unpaid** position, with up to £12 for lunch and travel refunded each day. You will work from the ABColombia office near Waterloo in London. Any additional travel associated with the project will also be covered - provided it is agreed in advance.

How to apply

Please send a **CV** and **one page covering letter** detailing your suitability for the role, ensuring that you address the skills needed and why you would like to intern at ABColombia. Please include “Research and Communications Internship” in the subject line.

Applications should be sent to board@abcolombia.org.uk by 21 March 2025. Shortlisted candidates will be contacted by 31 March 2025.