

# BICE-International Catholic Child Bureau

## Organisational Profile

Since 1945, the International Catholic Child Bureau (Bice) promotes the dignity and rights of children, in the unconditional respect of them as persons, within their families, their cultures, the communities to which they belong and their religious beliefs.

Bice constitutes a network of consultation for action and research. Drawing upon children's capacities, its action for children is based on the International Convention on the Rights of the Child which it helped to draft and whose implementation it supports. Combining research, advocacy and commitment in the field and preventive action, Bice projects give particular attention to the most deprived, especially disabled children, child victims of drugs, war and sexual abuse and exploitation. Bice is active in more than 30 countries.

Bice offices are located in Paris (Communications and fundraising), Geneva (permanent representation to the UN, Research and Development) and Brussels (General Secretariat, Regional Delegations for Africa, Asia, Europe-CIS and Latin America).

The Bice's Communication department develops information and communications tools (flyers, periodicals, mailings, etc.) and disseminates information about the projects and partner organizations to institutions and donor organizations. It is also responsible for informing the general public via the organisation's website.

## Internship Profile

The intern will provide support to the Communication and fundraising team. S/he will work under the supervision of the communication officer and will:

- Contribute to the development of the Bice's website and updating its content, in close collaboration with Bice's members and local partners;
- Develop information and communications material on the sector activities and on the areas of expertise of the Organisation (ie. children victim of sexual abuse and/or exploitation, ECCD, resilience, children's rights);
- Department's fundraising efforts by gathering relevant information and helping to draft fundraising materials (mailings, periodicals etc);

## Intern Profile

- Major in Communications, Social Sciences, Development Studies, or other relevant fields;
- Excellent French and/or Spanish;
- Strong writing and editing skills;
- Flexibility, autonomy, capacity to take initiatives;
- Ability to work in a team;
- A particular interest in children's rights in the world;
- Experience in communication and in using website building tools (such as webbuilder), and picture editing software (preferable).