



# Vesalius College

## INTERNSHIP PROGRAMME

### INTERNATIONAL RESCUE COMMITTEE (IRC)



#### ORGANISATION PROFILE

The International Rescue Committee (IRC) is a non-profit, non-sectarian, voluntary agency providing assistance to refugees, displaced persons and other populations uprooted or affected by violent conflict and oppression around the world. This assistance takes the form of relief, rehabilitation, protection, post-conflict development, resettlement services and advocacy.

The International Rescue Committee is established Brussels as a not-for-profit, with a view to ensure representation, networking and fund-raising, act as a resource on EU external aid policies and procedures to IRC affiliates and country offices and to see that IRC's advocacy positions are better heard. A website specific to IRC Belgium will be developed by IRC's web designer contractor in NY. IRC Belgium is seeking a communications intern to ensure this new website will meet IRC Belgium's needs and, more generally, to assist the office in the area of communications and research.

#### INTERNSHIP PROFILE

- Liaise with NY-based web designer and NY Headquarters IT department to ensure that the website section dedicated to IRC Belgium meets requirements and act as point person;
- maintain web content calendar;
- help ensure the IRC's visibility online by posting IRC content to partner web sites, search engines, directories etc. and contacting webmasters / bloggers to promote IRC content.;
- edit and write news stories, features, programme descriptions, blog items and other content for the current IRC Belgium section in the IRC global website, including translating or having translated key pieces of existing IRC site content, e.g. Who We Are, fact sheets, important news stories, interviewing French-speaking staff and posting Q&As;
- use the GetActive Web content management system to post content (the tools are easy to use, and do not require technical knowledge--we will provide training if necessary). Test the new pages and links before the launch;
- research who is active in European debates on issues related to IRC's advocacy or programming priorities and add to the website a section of links relevant to a European audience;
- research on funding opportunities for IRC's humanitarian programmes from Foundations, Companies and Governments, in European countries, with a focus on Germany, France, Belgium and the Netherlands;
- attend when necessary sessions of European Parliament Committees relevant to IRC's mandate and mission. ;
- assist representatives of IRC country programmes and technical units when they are visiting Brussels and organise their visits;
- report regularly on the above to the Director of the office and seek advice whenever necessary.

#### INTERN PROFILE

- Detail-oriented undergraduate or graduate student. Possible majors include Journalism, Communications, Public Relations or International Relations;
- excellent written and verbal communication skills;
- good proofreading and fact-checking skills;
- ability to work well independently and as part of a team;
- web-savvy, familiar with blogs and "social networking" sites (such as Facebook) ;
- proficient in Microsoft Word and Microsoft Excel—Adobe Acrobat and Adobe Photoshop (or other image editing software) experience a plus;
- fluency in English, spoken and written. Command of French highly desirable;
- familiarity with current debates on humanitarian issues desirable.