

## Internship offer

### Communication and web editing

#### Context

Created in March 2018, the Office for Climate Education (OCE) is a foundation under the auspices of UNESCO and sheltered by the *La main à la pâte* Foundation<sup>1</sup>. It aims to promote climate change education in developed and developing countries.

Its action is based on a large network of national and international actors (around 70 scientific or educational institutions and NGOs) with the aim of supporting primary and secondary school teachers with quality pedagogical resources and a diversified offer of professional development and support.

The OCE's operational team is currently composed of 11 people and is based in Paris (France), on the premises of Sorbonne University (Jussieu campus).

#### Internship description

The *Office for Climate Education* is recruiting an intern with skills in community management and web writing, to support the communication department in the implementation of its various projects (webinars, seminars, trainings etc.).

#### Terms and duration of the internship

- **Type of contract:** 6 months internship (paid)
- **Start date:** January 2023
- **Bonus or salary** in accordance with the current regulations
- **Benefits:** partial refund of transportation expenses in the Île de France region (50% of the Navigo pass) and Meal vouchers
- **Workplace:** *Office for Climate Education*, Sorbonne-University, Jussieu campus, Paris (France). Partial teleworking arrangements may be adopted.

#### Missions

Under the supervision of the OCE Communications Manager, the intern will be responsible for:

- creating and writing content for the website, social media, and newsletters, in French, English and, if possible, Spanish
- participating in the organization of national or international events
- participating in the development of communication materials (press kits, flyers, kakemono, slideshows, etc.)
- participating in the creation of new content formats or communication operations
- contributing to the optimization and updating of existing content

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<sup>1</sup> Founding members and status: <https://www.oce.global/en/oce/governance>

- participating in the analysis of the performance of published content.

## Profile

- Experience or training in communications and web writing or journalism
- Strong interest in raising awareness about climate change
- Very good writing skills, in French and English (if possible, also in Spanish)
- Knowledge of the Adobe suite (InDesign/ Photoshop) and Canva
- Enjoy working in a team
- Creativity and autonomy
- Discipline and method
- Notions of SEO/SEA
- A previous experience in writing (blogging / journalism) if possible
- Strong writing skills and taste for writing.

## Application

Application deadline: November 28, 2022

Applications will be evaluated on an ongoing basis, so we encourage you to apply as soon as possible.

Applications should include at least a CV and a cover letter, as well as, if desired, a portfolio or other material (original applications accepted!).

Applications should be sent through the following form :

<https://forms.monday.com/forms/0b23bff54f71f358a01d35307158707f?r=use1>