

## **Communications and Digital Internship (Paid)**

Working Hours: 35 hours per week (part-time considered)

Salary: £10.55 an hour (London Living Wage)

Period: 1-2 months

Reporting To: Fundraising Director

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### **Position Overview**

New Israel Fund is looking for a communications and digital intern to join us at a crucial time of year to work on our expanding communications and support our exciting activities for 2019.

#### **Job duties include:**

- Assisting in the production of our key communications materials including monthly newsletters, our Pesach campaign and our Annual Review
- Supporting the upkeep and development of our website
- Contributing to the management of our social media and ad-hoc communications projects
- Supporting the delivery of our ongoing programme of events
- Contributing to the efficient running of the organisation

#### **Essential skills:**

- Experience of using social media and websites (e.g. Wordpress)
- Excellent organisational skills with the ability to manage conflicting deadlines
- Ability to use own initiative and contribute new ideas
- Excellent interpersonal and communication skills, with the ability to work effectively in a team
- Good research skills and a strong attention to detail
- A high standard of written English
- A commitment to NIF's values

#### **Desirable skills:**

- Experience of the British Jewish community
- Experience of working with databases and CMS

The internship will be based in the NIF office in London (N2) for a period of 1 to 2 months, starting in mid-February 2019.

To apply, please provide a CV and a short covering letter setting out your suitability to the role to [info@uknif.org](mailto:info@uknif.org).

We are recruiting for this internship on a rolling-basis.