

## Communications Internship

**Start date:** As soon as possible for a period of six months

**Working hours:** part time/full time depending on availability (subject to flexibility and with the possibility to make use of ICCT's office facilities outside these hours for the purpose of study or thesis writing)

**Location:** The Hague, The Netherlands

A small stipend of approx. 300 Euros per month (in case of 36 hours per week) will be available to the successful applicant.

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### About ICCT – The Hague

The International Centre for Counter-Terrorism – The Hague (ICCT) is an independent think tank and knowledge hub for critical analysis and practical, policy-oriented initiatives pertaining to the preventative and international legal aspects of counter-terrorism. The Centre works on themes at the intersection of countering violent extremism and human rights and rule of law related aspects of counter-terrorism, including such domains as de- and counter-radicalisation, rehabilitation and reintegration of violent extremist offenders, the role of civil society actors and victims in countering violent extremism, and effective rule of law based approaches in investigating and prosecuting terrorists.

### Position summary

ICCT is seeking a communications intern to support the development of ICCT's website as well as its complete online presence. S/He will also assist the ICCT office in its day-to-day functioning. S/He will be the first point of contact at the Centre regarding online communications and website development. Other duties may include editing ICCT's publications, assisting with the organisation of events, doing background research on a range of topics, undertaking some administrative duties and other ad hoc tasks. This multitude of responsibilities will require the intern to be highly organised and independent with the ability to communicate effectively. The successful applicant should expect to gain direct exposure to the work of a dynamic think tank at the intersection of security and development.

### Tasks and responsibilities

- Key duties and responsibilities: working with the website designer on the development of ICCT's website, as well as writing content for the new website
- Online Communication: managing ICCT's social media, website publications, and expanding the online presence of ICCT
- Organisation: assistance in the organisation of public events and closed expert meetings
- Editing: editing of ICCT publications
- Limited administrative/secretarial duties
- Other duties as required

### Key competencies/requirements

- Proven organisational skills; ability to manage and prioritise various tasks
- Excellent communication and writing skills
- Excellent command of English, other languages (especially Dutch) are considered an advantage

- Excellent computer skills, including a good command of the Microsoft Office Suite and WordPress, and preferably experience with and or knowledge of CMS or website development
- Experience with online communication and online marketing
- Able to work autonomously on given tasks and projects
- Preferably administrative experience
- Preferably some past experience in editing
- Currently enrolled as a student in a university (preferably in communications or marketing)
- Eligible to work in the Netherlands (for more information, please see <http://www.studyinholland.nl/files/documents/study-options/internship/immigration-procedures-for-international-students-doing-an-internship>).

### **Application details**

Interested candidates eligible to live and work in the Netherlands, and who are currently enrolled in a university, are requested to send their *curriculum vitae* and motivation letter outlining their suitability for the position including preferred starting date, to ICCT Programme Assistant Ms. Jip Geenen ([jgeenen@icct.nl](mailto:jgeenen@icct.nl)).

Deadline for applications is Friday 20 March 2015. However, applications will be reviewed on a rolling basis until the position is filled. For questions, please contact ICCT Programme Assistant Ms. Jip Geenen ([jgeenen@icct.nl](mailto:jgeenen@icct.nl)).