

We are looking for a

Communications Intern (100%)

Duration: 6 to 12 months

Location: Geneva

Starting dates: March 2025 or September 2025

Application deadline:

- For March 2025: 15 January 2025
- For September 2025: 15 June 2025

ABOUT US

FSD (Fondation suisse de déminage) is an independent humanitarian organisation that works to protect civilian populations from landmines and explosive remnants of war. Our teams localise and destroy explosive remnants of war, conduct awareness campaigns, and develop socioeconomic assistance projects for victims of accidental explosions. FSD currently employs around 900 people on four continents and has been active in over 30 countries since its foundation in 1997. Learn more at <https://fsd.ch>.

JOB DESCRIPTION

FSD is seeking a highly motivated, native German or English-speaking intern to join our communications team for 6 to 12 months in Geneva. This role provides a unique opportunity to gain valuable professional experience in the international humanitarian sector in Geneva, within an established and dynamic NGO. As part of our communications team, you will play a vital role in supporting our outreach and engagement efforts. You will have the opportunity to work on a variety of tasks that will help you build your skills and experience, while getting familiar with the day-to-day management of a humanitarian mine action NGO.

Please confirm in your cover letter that you meet the conditions to sign a tripartite internship agreement with your current educational institution and the [conditions](#) set by the Conseil de surveillance du marché de l'emploi (CSME). In case nothing is noted, we will not consider the application but assume that the condition is not met.

KEY RESPONSIBILITIES

- **Social Media and Digital Content:** Assist in managing our digital campaigns and growing our social media presence by creating, scheduling, and posting content and monitoring performance.
- **Website Management:** Support the maintenance and update of our WordPress (Divi) website. This includes data entry, content creation, and ensuring that all information is current and accurate, as well as monitoring and reporting on analytics.
- **Content Creation and Editing:** Contribute to the development of various communications materials, including articles, press releases, newsletters, and reports. Assist in the translation and proofreading of documents to ensure they reach a wider audience.

- **Graphic Design:** Utilise tools such as Adobe Suite and Canva to create visually appealing flyers, presentations, brochures, and other branded material to support communications efforts.
- **Video:** Assist in the creating, editing, and publishing of video content for various communications needs.
- **Event:** Help organise public events and support participation in external events.
- **Archiving and Data Management:** Organise and archive photos, videos, and other multimedia resources to ensure they are easily accessible for future use.
- **Administrative Support:** Provide general administrative assistance to the communications team, including scheduling meetings, organising files, and handling correspondence.
- **Engagement and Collaboration:** Actively participate in team meetings and share ideas to improve our communications activities. Collaborate with various departments within the NGO to ensure cohesive messaging and outreach.

PROFILE

- Graduate degree, or currently enrolled in a degree in media and communications, political science, international relations, or public relations.
- Must meet the conditions to sign a tripartite internship agreement with their current educational institution and the [conditions](#) set by the Conseil de surveillance du marché de l'emploi (CSME).
- Native English or German speaker; working knowledge of French is a plus. The working language in the office is English.
- Familiarity with tools such as Adobe Suite, Canva, MailChimp, WordPress, Divi, and social media platforms. Basic knowledge of HTML/CS, SEO practices and video editing proficiency a plus.
- Strong writing skills with a keen attention to detail, ensuring accuracy and quality in all produced content.
- Demonstrated ability to meet tight deadlines and manage multiple tasks efficiently.
- Basic photography skills for capturing and editing high-quality images for use in communications material.
- Ability to function independently with minimal supervision, as well as collaboratively as part of a team.
- Genuine interest in humanitarian issues.
- Swiss / EU citizenship or a valid work permit for Switzerland.

If you are interested in this vacancy, please send your CV and a letter of motivation in English to the following email address: job@fsd.ch with the subject “Communications Internship”. Please note that only shortlisted candidates will be contacted.

FSD is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to religion or belief, race, national origins, gender identity, sexual orientation, pregnancy, age, disability, or any other characteristic protected by law.