

# Communication Assistant (Internship)

## About WeRobotics

WeRobotics is an international not-for-profit organization that builds aid, health, development and environmental solutions by sustainably localizing emerging technologies. We do this through our global network of Flying Labs in Asia, Africa and Latin America, our dedicated Research & Development and our international consulting projects. WeRobotics is funded by the Rockefeller Foundation, Hewlett Foundation, AutoDesk Foundation, Atlassian Foundation, USAID, IADB, World Bank and others. Our executive leadership is based in both Switzerland and the USA.

## Job Description

As our Flying Labs network expands and WeRobotics' number of projects across the world increases, there is a need to develop stories that capture the impact of our efforts in a more efficient way. The Communication Assistant will contribute to implement WeRobotics' communication strategy and campaigns to promote such stories while helping streamline the information flow. She/he will support the Communication Manager and Co-Founders with tasks including content coordination, translations, media asset management and website maintenance.

**Location:** Remote (preference to applicants in European and American time zones)

**Type of Contract:** Part-time (40% - 50%), 6-month internship

## Key Responsibilities

### Multimedia and Content Curation

- Assist in researching, selecting, scheduling and distributing relevant content for social media posts
- Help proofread and edit a variety of documents such as blog posts, press releases and newsletters, ensuring tone/voice are consistent with WeRobotics' standards
- Contribute with translations of blog posts from English to Spanish (and vice versa)
- Support creation, editing and coordination of pictures, videos and logos, in compliance with branding guidelines

### Community Engagement

- Engage stakeholders proactively across WeRobotics' online platforms
- Attend to emails, social media enquiries and notifications in a timely manner

### Website Upkeep

- Assist during the creation of web pages in liaison with other team members
- Manage and edit websites' content and media assets

### **Desired requirements**

- BA/MA in English, Communications, Media, Design or related degree
- Excellent communication skills in English and Spanish (additional language is an asset)
- Great attention to details and comfortable working independently in a fast-paced environment
- Familiarity with communications tools such as Slack and most popular social media platforms
- Critical thinking and interest in new technologies for humanitarian purposes
- Highly organized and open communicator to be able to integrate and feel at home with our digital organization (no office, remote working)
- Access to good internet connection (this is a remote-working position and requires frequent Skype calls and communication over Email and Slack)

### **How to Apply**

Please send your complete application, including Cover Letter and CV, to [hr@werobotics.org](mailto:hr@werobotics.org). Should you not hear back from us by December 21, 2018, please consider that you haven't been successful at this time.