

# OXFAM IN THE RUSSIAN FEDERATION

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**Number of Placements:** 1

**Location:** Moscow, Russia

**URL:** <http://www.oxfam.ru>

## **Field/Subject Area:**

Open to all York students who meet the eligibility criteria

## **Position Description:**

The role of the Media and Communications intern is to assist the Oxfam in Russia Office, under the supervision and with sign off of the responsible staff member (Media and Communications Officer, HR officer or other by appointment of the Country Director), with Media and Communications work:

- Internal communications, including Oxfam Russia newsletter, contributing to regional and central newsletters of Oxfam GB, providing updates for Oxfam in Russia webpages, and other.
- External communications, including media work, representing Oxfam in Russia at external events, producing public information, and other.
- Marketing, including branded materials, corporate publications etc.

## **Specific tasks will include:**

- Regularly collecting news and updates from Oxfam in Russia staff members for the regional, central and Oxfam in Russia newsletters;
- Regularly updating digital resources (webpages, social media channels);
- Writing, editing, releasing information as necessary using existing Oxfam in Russia resources when necessary and approved by Oxfam in Russia responsible staff member.
- Assisting with translations, events' organization, and other related duties as necessary (General support).

**Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.**

**Expected work hours:** 40 hours per week

**Preferred start date:** Mid-May

**Qualifications/skills required:**

- Relevant educational qualification;
- Excellent communications skills;
- Technology-savvy (social media, content-management skills);
- Excellent writing and editing skills;
- Team-player with a can-do attitude;
- Translation skills desirable.

**Language requirements:**

Excellent written and spoken English, some knowledge of Russian would be a great asset.

**Highlights of Organization/background information:**

Oxfam's mission is to alleviate poverty and suffering worldwide. Oxfam operates in more than 94 countries and works with poor people, governments, IFIs and policy makers to improve livelihoods for millions of people and introduce fairer economic and political systems.

Oxfam has been working in the Russian Federation since 2003 and is currently implementing a program to help strengthen Russia's image abroad as a donor state, supporting the fight against climate change and food shortage, reducing inequalities and increasing the level of social protection of the population. We also work on strengthening the capacity of civil society within the global processes G20 and BRICS.