

Volunteering role: IDPC Campaigns & Communications volunteer

Supervised by: IDPC Campaigns & Communications Officer

Purpose: To enhance IDPC's online presence by supporting the implementation of the organisation's online communications strategy. To provide logistical support to prepare and realise the Support. Don't Punish campaign's 2024 Global Day of Action (26 June). To provide occasional research support. Other objectives as defined in by the selected candidate.

Duration: The duration of your volunteering opportunity, your time commitment, and your workload will depend entirely on your availability and capacity. That said, we suggest that volunteers consider a minimum period of three months, so as to ensure that they fully familiarise with our communications systems, platforms, and style; gain experience and skills in campaigning work; and that there is space for feedback and progress.

Location: We are an international team distributed between the United Kingdom, Thailand, the Netherlands, and Ghana. We work remotely.

Expectations:

Communications (~80%)

- To support the upkeep of the IDPC website with the latest news, developments, and resources on global drug policy and drug policy reform, including the IDPC Secretariat and members' events, analysis, and publications.
- To contribute to the dissemination of IDPC's work via social media.
- To assist in identifying strategies to reach out to a wider audience.
- To conduct translations into relevant languages (if applicable).
- Other duties as required.

Campaigns (15%)

- To assist in the production of newsletters and social media posts.
- To respond to queries from campaigners regarding campaign materials and resources.
- Other duties as required.

Research and publications (~5%)

- To provide research assistance on drug policy issues.
- To ensure the efficient dissemination of IDPC publications through our communication channels.

Profile:

- Passion for advancing drug policy that promotes social justice, centres the needs of affected communities, and affirms human rights.
- Excellent knowledge of Facebook, Twitter, and Instagram.
- Excellent spoken and written English.
- Good knowledge of an additional language is a valuable asset, in particular Spanish and French.
- Excellent IT skills, including a strong working knowledge of MS Office (Word, Excel), as well as working with databases and online. Knowledge of Canva is a plus.
- Good interpersonal and communications skills.
- Ability to multi-task and work autonomously.

While we are mobilising to correct this, IDPC currently does not offer paid internships. Acknowledging this, we offer a highly flexible volunteering experience and the reimbursement of any travel costs and lunch expenses incurred during the volunteer's volunteering time (against receipts and with prior agreement).

Please send a CV and 1-2 paragraphs in the application e-mail outlining why this experience is of interest to you to Juan Fernandez Ochoa (jfernandez@idpc.net). The deadline for applications is 23 February 2024. Shortlisted candidates will be invited to complete a simple task and attend an online interview at the end of February / beginning of March, depending on applicants' availabilities.