



## Terms of Reference for IFI Communications Interns

The following is an overview of the tasks that can be undertaken by interns assigned to the Communications Team of the Issam Fares Institute for Public Policy and International Affairs (IFI).

Interns will be evaluated on their performance at the end of the first month, and at the end of their internship. IFI reserves the right to terminate an internship if tasks are not performed and deadlines are not met.

### A. WRITING/EDITING

**Conference/Workshop reports:** Attending IFI's various events and writing summaries/reports that are 1 to 2 pages or more, depending on the size of the event.

**Publications:** Assisting the Communications Team in editing various types of IFI publications, ranging from event summaries to policy memos and working papers.

**Dissemination content:** Assisting the Communications Team in disseminating information through social media outlets, such as Twitter and Facebook, and through IFI's mailing system.

**Translation:** Interns with a good command of Arabic could be asked to translate, from Arabic to English or English to Arabic, relevant website and dissemination content

### B. WEBSITE-RELATED ACTIVITIES

Review of IFI website: Go through each of the program pages and check that: a) all hyperlinks are working; b) hyperlinks open all external sites and all PDF files in separate windows; c) all forms are operational; d) the information contained is up to date and correct. Prepare a list for improving content, ease of access and use, and suggest updates for consideration by IFI staff.

**Web and Design Technologies:** Applicants with formal knowledge of web design technologies and desktop publishing (Adobe Indesign, Adobe Photoshop, Coding and Basic HTML) would be desirable, but not essential.

### C. ADMINISTRATIVE TASKS

**Event organization:** Assist the Communications Team with planning and organizing IFI lectures, conferences and workshops.

**Clerical tasks:** Assist IFI staff with administrative and clerical tasks such as filing, updating IFI calendars, hanging event flyers and posters around campus, etc.

Interns should submit all requested comments, feedback, etc. by email to [ifi.internships@aub.edu.lb](mailto:ifi.internships@aub.edu.lb). For a general overview of the activities undertaken by the Issam Fares Institute, please check our website [www.aub.edu.lb/ifi](http://www.aub.edu.lb/ifi)