Terms of Reference
Community Manager: Ideas for Peace

Project description

*Ideas for Peace* is a UPEACE project that seeks to publish short essays, book reviews, photo-essays, podcast, and videos in the field of irenology*. It functions as an interactive multi-media blog. The Community Manager will support the activities related to dissemination of content on social media.

Responsibilities:

1. Assist in the production and publication of content for the website and social media
2. Assist in the development, scheduling and monitoring of social media campaigns
3. Monitor social media interactions
4. Evaluate stats and performance of social media campaigns

Requirements:

- Studies in Graphic Design, Marketing, Communication, or a related field.
- Proficiency in English and Spanish
- Experience with graphic design is desired (please include examples)
- Experience as community manager is desired
- Abilities to work with short deadlines and flexibility to adapt to unplanned changes are desired

Internship Overview:

- **Location:** Remote work with the possibility of working from UPEACE headquarters for special events
- **Duration:** 3 months
- **Weekly hours:** 15-20 hours
- **Position Reports to:** Dr. Mariateresa Garrido
- **Period:** 3 months

* This comprises the study of peace from different perspectives and approaches, including gender studies, media and peace, peace education, peace and conflict studies, international law and human rights, sustainable development, climate change; environment, security and governance, sustainable food systems, and sustainable natural resource management.