



Communications/Management Internship

A research institute like GLD not only requires great researchers and data staff, but an important part of keeping GLD going is communication and program management. A program manager needs to have oversight of the whole organization, know both colleagues' needs and what expectations the organization have from outside stakeholders, and plan everything from social activities to budgets and big events. A communications officer, on the other hand, is responsible for letting the world know about what the organization is about and what it offers. This is done by producing and sharing content, networking, and keeping different important stakeholders informed about the organization's activities. Together, communications officers and program managers keep the organization moving forward in one piece and ensure that organizational goals and demands are met.

If you are interested in learning more about how an organization like GLD is managed and get the chance to be a part of everything from event planning to content productions and project scheduling, then apply for an internship at GLD!

Current tasks include: project scheduling, office management, event organization, translation work, proposal submissions, social media content, newsletter drafting, podcast production, writing research news, and translations.

Your Skills

- Great organizational skills
- Good command of English (both written and verbally)
- Ability to multitask
- Social media strategy and execution is an asset
- Experience in video and podcast production is an asset
- Knowledge of Arabic, French, or Swedish is an asset

You Want to

- Learn basic program management skills

- Practice writing to a specific audience
- Plan and coordinate online and on-site events
- Combine visual, textual, and strategic elements to convey messages
- Network with academic and international actors
- Turn complex issues into accessible, concrete information
- Take part in meetings and event coordination

Working at GLD

At GLD, we are an international and diverse team that works with research questions with the aim to promote human welfare globally. The people working at GLD are professors, post-doctoral researchers, research associates, statisticians, data analysts, data managers, administrators, program managers, and communication officers. We come from different countries and have several international collaborators as well. At GLD, we are used to new people joining the team as we often introduce new staff, collaborators, and interns. This experience of being a fluid organization has created a welcoming and inclusive work culture, and we value that everyone feels like one in the team.

How to Apply!

1. In order to apply, you must be a student currently enrolled in a bachelor's or a master's program that offers the opportunity to do an internship or enrolled with the Swedish unemployment agency with at least a bachelor's degree in Political Science, Gender Studies, Global Studies, Social Sciences, Economics, Statistics, IT, or a related field.
2. [Apply via this link](#) and include your CV, a personal letter, and documentation of either course enrollment or a granted work experience placement from the Swedish Unemployment Agency.
3. You will be notified if you are selected for an interview.

PLEASE NOTE

All decisions are made at the discretion of the programme coordination team and are final. As this is an unpaid internship, final decisions cannot be appealed.