JRS-JFRC Assistantship Job Description

Identification of Position

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>JRS-JFRC Communications Assistant</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Rome, Italy</td>
</tr>
<tr>
<td>Reports to at JRS:</td>
<td>Communications Officer</td>
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<tr>
<td>Reports to at JFRC:</td>
<td>TBD</td>
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<tr>
<td>Starting date:</td>
<td>01/09/2019</td>
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<tr>
<td>Contract duration:</td>
<td>11 months (Sep-July)</td>
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</tbody>
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Position Requirements

Required Competencies

- Ability to work legally in the EU;
- Professionalism and willingness to learn;
- Excellent communication and organizational skills;
- Knowledge and understanding of issues and challenges related to forcibly displaced persons is an asset;
- Ability to work independently and to deliver products under time pressure;
- Very good analytical and writing skills;
- Good interpersonal skills, including a respectful and tolerant attitude vis-a-vis people from different backgrounds and in line with the Jesuit mission and community of both the JFRC and JRS.

Organizational Context

The Jesuit Refugee Service (JRS) offers an assistantship for recent university graduates who attended the John Felice Rome Center (JFRC). The opportunity is open for eleven months (September to July).

The assistantship would be fulfilled by working four (4) days per week in the Communications and Fundraising Department of the JRS and one (1) day per week at the JFRC campus.

The assistantship includes the following on behalf of the JRS:

- Round-trip airfare to Rome;
- Emergency Insurance if / when travelling for JRS;
- Stipend provided by the JRS.

The assistantship includes the following on behalf of the JFRC:

- Room with a private bath in the faculty/staff residence, including access to a shared kitchen and living room space;
- Insurance
- Access to the campus dining hall (mensa) during regularly scheduled hours based on the semester calendar;
- Opportunities to engage in various activities within the community of students, faculty, and
All applications must be submitted by 20 June 2019.

Operational Context/Role at the JRS

Approximately 30 staff members work in the JRS International Office in Rome, in the following areas: Communication and Fundraising, Advocacy, Programmes and Innovation, Finance, Human Resources and IT. The Communications Assistant will work under the supervision of the Communications Officer and in close cooperation with the Advocacy Officer and the Digital Communications Officer. The work of the department ensures good planning and the high quality of JRS projects implemented around the world. The working language is English, but French and Spanish are helpful in dealing with staff members regions and countries across the world.

Situated in Rome, the Communications and Fundraising department of the international office of JRS works closely with the Department of Advocacy, Programmes and Innovation, and Human Resources, as well as with communications officers based in 10 regional offices throughout the world. Communications in the International Office is divided into two distinct areas in JRS: print, and electronic (including media, web and social media). Their roles are to:

1. Develop JRS communications policies, procedures, and supporting tools;
2. Enhance the communications capacity (regional, country, and field) inter alia through support and training;
3. Develop and implement strategic communications plans for JRS, including content production, and message and audience identification;
4. Support advocacy and fundraising areas in highlighting best practices, urgent areas in need of funds, and bringing key advocacy issues to identified audiences;
5. Work as part of an overall International Office team, and so cooperate as required with other roles, such as fundraising, human resources, programmes, and advocacy.

Key Responsibilities at the JRS

- Assist in the development and implementation of the communications strategic plan;
- Assist with content production, either drafting original pieces and editing content generated by local JRS Offices, and manage translations in Spanish and French;
- Assist in the dissemination of content for publication on the JRS website, JRS newsletter, and social media channels;
- Prepare biweekly news brief for internal circulation;
- Proofread and provide feedback on internal communications content;
- Assist in the research and implementation of best practices for social media, copy editing, organizational branding and other policies;
- Ensure that messages and inquiries submitted through the JRS website or on social media receive a reply or are redirected to the appropriate person;
- Assist in filing and archiving JRS content;
- Engage with faculty and students at Loyola’s JFRC in various ways and throughout the academic year, to raise awareness of the work and mission of the JRS, to share experiences, and to involve them in events and projects in Rome;
- Perform any other duties as requested by the supervisor.

The JFRC-JRS Communications Assistant carries out his/her functions under the direct supervision of the Communications Officer.
Key Responsibilities at the JFRC

- Work one (1) day per week (8 hours) at the JFRC campus, duties to be prescribed;
- Flexible, on-campus support for students;
- Active participation in new student orientation and other campus events and activities;
- Offer one formal presentation each semester on the JFRC campus.

The JFRC-JRS Communications Assistant carries out his/her functions under the direct supervision of TBD.

Qualifications and Experience:

Education and Experience

- University degree (at least a BA) in Communications, Journalism, International Studies, Political Sciences or in a related field, mandatory;
- Interest in International Studies, Journalism, or a related area, mandatory;
- Excellent organisational, priority setting and time management skills, mandatory;
- Experience working in a newsroom and knowledge of editing software, desirable;
- Experience working in a refugee setting, desirable;
- Experience working, studying or volunteering abroad, desirable.

Language

- Excellent written and verbal communication skills in English are required; a second professional working knowledge of French is strongly preferred; professional Italian and/or Spanish is helpful.

Technical Skills

- Excellent word processing skills mandatory;
- Experience working in a newsroom or CMS and knowledge of editing software, desirable.

Core values and ethics

- Commitment to JRS and JFRC mission, vision and values, and the ability to convey with enthusiasm JRS’s role in accompanying and serving forcibly displaced people and in advocating for their right to protection and a life in dignity;
- High integrity, honesty and confidentiality; ability to deal tactfully and discreetly with situations, people and information;
- Acceptance of diversity and inclusion as a core value. Willingness to work in flexible, sub-optimal and multi-cultural environments.

Travel

- The job may require travel to JRS locations around the world.

Terms and Conditions

The contract is for 11 months, full-time (100%), with an initial probationary period of three months.

Application Procedure

All applications should include:
1. A completed resume, indicating your name, age, degree, year of graduation, name of university, previous work experience, including previous service work or study abroad and any professional expertise you might offer. All applicants must be recent graduates of Loyola University Chicago and/or the John Felice Rome Center;
2. A cover letter outlining how you meet the above requirements and how this opportunity will build upon your previous studies and prepare for a future career in refugee or other related areas;
3. GPA at graduation: please note that a 3.5 GPA is required for consideration;
4. Two letters of recommendation by former faculty or academic administrators;
5. The referees of selected candidates will be approached regarding previous volunteer service, internships, or service learning.

All applicants are requested to send their completed application to the Assistant Dean of Academic Programs at the JFRC, Ms Carla Mollica, at cmollic@luc.edu.

For further information, visit the JRS website, http://www.jrs.net.

All applications and recommendation letters must be in by 20 June 2019. The assistant will be selected in July.

About the JRS
The Jesuit Refugee Service is an international humanitarian organisation, with a mission to accompany, serve and advocate for the rights of refugees and other forcibly displaced persons. JRS has a priority to work wherever the needs of displaced individuals are urgent and unattended by others, and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, most of which centre around formal and informal education needs.

Established by the Society of Jesus (Jesuits) in 1980, JRS is an officially registered foundation of the Vatican State since 2000. JRS works primarily in the field of education, emergency assistance, healthcare, and social services. It promotes international human rights legislation, either through participation in international campaigns and coalitions or through membership in international fora, such as the UN Economic and Social Committee (ECOSOC).

Due to the unique nature of relief activities, the exact duties of the employee and the working schedule may have temporary variations.

All employees are requested to demonstrate flexibility.

The Jesuit Refugee Service is committed to constant review and evaluation of project activities. This job description may be subject to modifications based on the review and evaluation of activities. These modifications will be defined and discussed between the employee and JRS.

About the JFRC
For more than 55 years, the John Felice Rome Center has operated as a renowned institution of higher learning. Founded in the spirit of John Felice, the JFRC serves as a fully equipped American campus, now located on Monte Mario near the site of a former Olympic Village, just 15 minutes northwest of Vatican City and half-an-hour from Rome's historic center (Roma Centro). The campus opened its doors in the spring of 1962 as the Loyola University Chicago Rome Center for Liberal Arts.

After serving in the British armed forces during World War II, Felice, a native of Malta, saw the devastation wrought by war as the byproduct of a profound lack of understanding among cultures. In the spirit of global healing, he created the JFRC, a first-of-its-kind study-abroad program, with a focus on fostering education and tolerance among people of various religious, cultural, and ethnic backgrounds.
The Center continues to bring together students to study in Europe from universities and colleges throughout the United States for a unique living-learning experience.

Mission
As a leader in international, cross-cultural learning, the John Felice Rome Center serves students seeking to become global citizens through an expansive curriculum that fully incorporates Rome, Italy, and Europe into the classroom.

Values
As part of Loyola University Chicago, the JFRC continues the Jesuit Catholic tradition of excellence in education and recognizes extraordinary lives by looking for evidence of the following characteristics:

- Commitment to excellence
- Faith in God and the religious experience
  - Values-based leadership
  - Service that promotes justice
  - Global awareness