

Volunteering opportunity: Digital Content Specialist

The position:

This is an opportunity for an enthusiastic professional with honed filming/editing skills and marketing acumen to join our Communications Department, at the OMCT Secretariat in Geneva, Switzerland. Our team will make you feel at home; we offer plenty of significant work and learning opportunities, and the corporate culture is international, collaborative and stimulating.

The position is **unpaid, part-time, and for a period of at least three months**, starting as soon as possible. Please send **your application (CV, cover letter and show real or links to video/infographics/podcast work)** to lb@omct.org by February 17th.

Main responsibilities:

As an active member of OMCT's small communications team, reporting to and with guidance from the Head of Communications, collaborating with the Social Media Specialist, Communications Associate and other members of the Geneva, Brussels and Tunis teams, you will help build compelling multimedia tools to populate the new website and engage audiences effectively.

- Serve as multi-camera videographer for live film festivals/events/interviews, marketing and advocacy videos, awareness-raising campaigns, internal training shorts, webinars, and other projects;
- Edit video material with help from the film producer into effective, quality, multimedia communications or training materials;
- Help create and other multimedia tools (podcasts, infographics, slideshows and other visuals for marketing and promotion. Identify events and products to promote, help write copy and help produce final product;
- Provide scriptwriting, copywriting, and storyboarding assistance on multimedia and social media outputs; supervise photo and video post-production process for projects including any editing, sound mixing, special visual effects, motion graphics, and titles;
- Develop and maintain audio/visual archive of multimedia content;
- Provide technical support and personal training for staff on various audio/visual systems and equipment; train and develop guidelines for staff to produce their own material for donor reporting purposes and social media engagement while on mission abroad;
- Help with the creation and editing of web pages and graphics for OMCT's new web site currently under development, including design, coding, content editing, proofreading and troubleshooting. Track and report on statistics for multimedia products.

About you:

Academic qualifications:

Currently studying or recently graduated in filmmaking, journalism, communications, media, marketing, development studies or international relations.

Skills/Competencies:

- strong analytical skills and ability to quickly grasp and delve into a new topic to explain it to laypeople;
- creativity, ability to deal with several tasks and different deadlines; collaborative and can-do attitude;
- must know how to use: Computers, web, graphic design and media production software and hardware tools, digital video and specialty cameras, lights, microphones and common office equipment.
- meticulous attention to detail; high standards of quality; ability to concentrate and see a job through to completion;

Languages:

- Mother-tongue fluency in written and oral English and fluent French, or vice-versa;
- Knowledge of Spanish and/or Arabic is an asset.

About the organization

OMCT is an international NGO headquartered in Geneva and with offices in Brussels and Tunis. Its mission is to fight torture and other forms of ill treatment around the world through partner local organizations. OMCT helps its SOS Torture network members protect victims and human rights defenders and change legislative and judiciary systems to stop Governments and individuals from resorting to such practices. OMCT offers direct assistance and protection to victims of torture and human rights defenders in imminent danger, advocates the implementation of the International Convention Against Torture in particular before inter-governmental agencies in Geneva, and trains civil society representatives and state officials.