

Intern's tasks - Command Group - Public Affairs Office

1. Job Context

The mission of the NDC Public Affairs Office is to support the Commandant, the Dean and the College, communicating accurate information in a timely manner to audiences to improve public awareness and understanding of the role, aims, missions, activities and issues, thereby enhancing organizational credibility. Audiences can be allied, international, regional, local or internal, depending on the issue or activity.

The Public Affairs Office deals with the main protocol events at the NDC and is also responsible for developing a working relationship with media representatives, official contact with foreign embassies and for keeping internal and external audience informed on issues about the College and NATO. An essential avenue used to maintain and build contact with the audience is via social media and audio-visual tools, being Facebook, X, Instagram, LinkedIn and YouTube.

2. Job Description

Under direct supervision of Head Public Affairs Office, the Intern performs the following functions:

- Write articles for the NDC's website about the main events going on at the College.
- Produce and edit multimedia content.
- Assist in planning, organizing, and coordinating protocol for major events at the College, in accordance with the Protocol Officers guidelines.
- Coordinate the NDC's social media presence (Facebook, X, Instagram, LinkedIn, and YouTube) in concert with the Communications team and the acting Head of PAO.
- Support and maintain PAO's archives.
- Contribute to engagement activities and maintain relations with NDC's contacts (guests, embassies, international organizations, national and international press, major stakeholders).
- Keep track of the NDC website and social media analytics and update the monthly overviews.

- Update the 'Welcome to PAO' Intern Guide for the next incoming intern.

A very good level of English language proficiency is required. Knowledge of Italian is highly appreciated.

The candidate is required to be enrolled in university degree programme at master's level or hold a university degree (Master's degree preferably in Political Science, International Relations, International Affairs, International Public Policy, Communication, Journalism).

NATO Defense College is only able to offer internships to people who are at least 21 and under the age of 30 and citizens of a NATO member country.