

**INTERNATIONAL PEACE BUREAU  
DISARMAMENT FOR DEVELOPMENT PROGRAMME  
CAMPAIGN ASSISTANT – JOB DESCRIPTION  
This is an unpaid volunteer (internship) position**

**Tasks :**

- Collect materials and research particular topics in the field of military spending and other aspects of **Disarmament for Development** – for publishing on web or as hard copy, and as background for meetings.
- Analyse these documents and help to draft materials for:
  1. general public
  2. concerned public/activists
  3. development agencies
- Edit monthly newsletter. Feed Facebook and Twitter pages.
- Make contact with potential campaign partners and network members, and integrate their responses into the campaign strategy/databank
- Assist with other aspects of web maintenance/development
- Assist with planning for seminars/conferences and **Global Day of Action on Military Spending**
- Attend UN and other meetings in Geneva and make reports
- Assist with fundraising

**Requirements:**

- Good general understanding of international politics; academic background in economics / politics / international relations
- High level of written and spoken English; other languages an advantage (Geneva is largely a French-speaking city)
- Good general computer skills (Microsoft/other systems); basic image editing skills, web publishing, and knowledge of HTML are all an advantage.
- Preferably some experience in a peace or other civil society advocacy group

**Conditions:**

- \* **Hours:** full time or part time
- \* **Length:** minimum 3 months
- \* **Funding:** candidate must cover all costs; and find own accommodation.

**Contact:**

Send CV + motivation letter to IPB Secretariat – [mailbox@ipb.org](mailto:mailbox@ipb.org)  
Please indicate period available. (dates are negotiable).

IPB Secretariat is composed of a small team. It is a multi-lingual environment.

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