

ICPA Communications and Media Internship Opportunity

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About ICPA:

The International Corrections and Prisons Association (ICPA) is a global non-profit, member-based organisation dedicated to promoting best practices, research, and collaboration in the field of corrections and prisons. The ICPA brings together professionals from the public, not-for-profit, private, and academic sectors to advance the understanding and advancement of humane and effective correctional practices across the world.

Role Overview

We are looking for a proactive and creative Communications and Media Intern to support our team for a six-month internship. This role offers hands-on experience in content creation, media production, and communications support, providing an excellent opportunity to develop practical skills in a supportive environment. The role will be a minimum of 25 hours per week and will include an opportunity to attend ICPA's Annual Conference in Istanbul, Türkiye, from October 26 – 31, 2025.

Responsibilities and Learning Opportunities

- **Social Media Content Generation:**
 - Learn how to create and schedule engaging posts across social media platforms (Instagram, Facebook, LinkedIn, etc.).
 - Help generate ideas for social media campaigns, including visual content, stories, and short video clips.
 - Monitor social media engagement and respond to basic inquiries or comments under supervision.
- **Graphic Design:**
 - Understand how to develop printed materials such as flyers, brochures, and event programs.
 - Assist with basic graphic design tasks, such as layout design and formatting of print-ready files.
- **Photo Editing:**
 - Assist in editing photos using software such as Canva or Adobe Photoshop for use in social media, website banners, and newsletters.
 - Help manage the organisation's visual assets (photos, logos, banners) for easy team access.
- **Website Updating:**
 - Learn how to update website content and assist in posting articles, uploading images, maintaining event pages, and reviewing the website for accuracy.

- **Support Event Coordination:**
 - Learn how to coordinate online events, webinars, and conferences by managing registrations, setting up Zoom or other platforms, and providing technical support.
 - Create promotional materials for events, including banners, email newsletters, and social media graphics.
- **General Communications Support:**
 - Assist with writing, editing, and proofreading copy for newsletters, press releases, and website articles.
 - Conduct research to support media campaigns, gathering information or statistics for use in reports and presentations.
 - Assist in monitoring media coverage and compiling reports on communications performance (e.g., social media analytics, website traffic).
- **Video Editing:**
 - Assist with editing short video content for social media, website, and events using basic video editing software (e.g., iMovie, Adobe Premiere Pro, or similar).
 - Help organise raw footage and select key clips for use in communications materials.

Skills and Background

- Proficient in written and spoken English.
- Currently studying or recently completed a degree in Communications, Media Studies, Marketing, or a related field.
- Familiarity with social media platforms (Instagram, Facebook, LinkedIn) and content scheduling tools (e.g., Loomly).
- Basic knowledge of video editing software (iMovie, Adobe Premiere Pro, or similar).
- Basic skills in photo editing and design tools (e.g., Canva, Adobe Photoshop).
- Experience with content management systems or willingness to learn, for website updates.
- Strong written and verbal communication skills for drafting and proofreading content.
- Ability to work both independently and collaboratively within a team.
- Strong organisational skills and attention to detail when managing multiple tasks.
- Basic knowledge of Microsoft Office or Google Workspace tools (Word, Excel, PowerPoint).
- Interest in not-for-profit activities and commitment to the goals and mission of ICPA.

Opportunities

- Gain hands-on experience in social media management, video and photo editing, and content creation.
- Build a portfolio of work across digital and print media, including social media campaigns, website updates, and event promotions.
- Develop practical skills in graphic design, media production, and content management systems.
- Receive mentorship and guidance from experienced communications professionals.
- Work within a dynamic international team and gain experience in remote collaboration.
- Opportunity to attend ICPA's Annual Conference in Istanbul, Türkiye, from October 26 – 31, 2025, providing hands-on experience and exposure to industry leaders and valuable networking opportunities.

- Monthly stipend (\$600-\$800 USD).

We kindly request that you submit your curriculum vitae (CV) and a motivation letter to Laura Andrite at lauraandrite@icpa.org by 18 August 2025. Please ensure that your application materials are concise, well-structured, and tailored to the specific requirements of the role. We look forward to reviewing your application and learning more about your qualifications and aspirations.