



**Organization for Security and Co-operation in Europe**

**INTERNSHIP TERMS OF REFERENCE**

**Office of the Secretary General/ Communication and Media Relations Section/  
Multimedia, Social Media & Online Communications**

**Scope of Work:**

Under the supervision of the supervision of Online Communications Manager, you will be tasked with the providing support and working together with experienced staff in the unit to carry out the following duties:

**Scope of Work:**

- Assisting with publishing items on the OSCE website and on social media platforms;
- Assisting with audio/video activities, such as taking pictures or helping to record and edit videos;
- Assisting with the production of graphics and infographics;
- Co-ordinating input and production of the bi-monthly OSCE Communications Visibility Report;
- Performing other communications duties as assigned.