



BECKLEY
FOUNDATION

Internship Opportunity – Full time

Date posted: 17 January 2018

Location: Beckley Park, Oxford

Contract type: Full Time

The Beckley Foundation is a UK-based think tank and UN-accredited NGO. We combine science and policy to further our understanding of consciousness, and to effect changes in global drug policy in order to improve public health. We are at the forefront of scientific research into the potential medical benefits of psychedelics, cannabis and MDMA, and are pioneering in our contribution to international drug policy reform.

We are looking for a bright intern with an academic background in science to support the Beckley Team with social media, website content, research, IT and administrative tasks.

Primary responsibilities

- Contribute to the maintenance of website content and social media
- Research specific topics, proof-read and help with reports
- Provide administrative support (typing, archiving, setting up zoom/skype calls, recording meetings and interviews, preparing promotional materials)
- Keeping an inventory of the Foundation's printed materials
- Provide support at conferences and events
- Preparing tea and coffee when required and tidying up the office space

Person specifications:

- Recent graduate with academic degree in science
- Skilled researcher
- Awareness of, and interest in the investigation of consciousness and drug policy
- Fluent spoken and written English
- Excellent IT skills; familiarity with design software a plus
- Good social media skills
- Good interpersonal and communications skills
- Excellent organisation skills, flexibility and ability to multitask
- Eligible to work in the UK
- Availability ASAP

Paid Internship-Salary negotiable. Please send CV and cover letter to office@beckleyfoundation.org

Application deadline 31st January 2018