

International Crisis Group UN Advocacy Internship New York City, NY – Summer 2020

Job description

The intern is expected to:

- Track developments at the UN Security Council particularly regarding conflicts that are relevant to Crisis Group's work;
- Monitor and summarize official documents including relevant reports by the Secretary-General, Security Council resolutions, and statements;
- Schedule appointments, handle correspondence, keep track of calendars, travel and event coordination, take notes and answer phones;
- Contribute to research and writing projects on various topics as necessary and be asked to attend meetings and events as a representative of the organization.

The position is primarily administrative in nature but offers an excellent opportunity to gain valuable experience in a high profile international NGO and to learn about the country specific and thematic issues as well as the UN system.

Requirements

- Pursuing an undergraduate degree in international relations or similar subject;
- Understanding of the United Nations system, preferably with experience working or interning within the UN;
- Excellent verbal and written command of English (other language proficiency a plus);
- Good research and note taking skills;
- Knowledge of Crisis Group reports helpful;
- Strong administrative skills;
- Computer skills in Microsoft Office, email and internet applications;
- Good organizational skills, self-motivation and flexible;
- Must be available 40 hours per week for a period of 8-10 weeks between June and August 2020 in the Crisis Group New York office;
- Authorization to work in the United States

Funding

Funding The Center for Human Rights and Humanitarian Studies at Brown University will provide a \$5,000 fellowship award to the selected candidate to cover travel and living expenses

Eligibility

Open to all 1st, 2nd, and 3rd year Brown Undergraduate Students

To Apply

Submit a Cover Letter and Resume in a single consolidated .pdf file to seth_stulen@brown.edu

Application Deadline

Interested candidates must submit applications by no later than December 20, 2019