International Crisis Group UN Advocacy Internship
New York City, NY – Summer 2021

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;
• 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 35-40 hours per week for a period of 8-10 weeks between May and August 2021 in the Crisis Group New York office (Depending on COVID-19 Protocols, this internship may be remote based)
• Authorization to work in the United States

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