Employment or Internship

Internship

Brief Description

WFM Membership: The Hague Office

ABOUT WFM-IGP

WFM-IGP works to advance the global promise of peace and is committed to building a safer and more just world. The organization includes a comprehensive set of programs that work to protect civilians from the threat of genocide, war crimes and crimes against humanity; facilitate transparency in governance; increase access to justice; and promote the application of the rule of law. WFM-IGP works in partnership with the United Nations and often serves as a hub of information and collective action on UN-related issues. In addition, we work with governments, and other international and regional institutions around the globe – as well as with thousands of committed individuals and world leaders – to advance a mission of peace, prosperity, and security for all.

THE INTERNSHIP

The intern will report to the Senior Membership and Communications Officer and the WFM Director of Programs. The internship can be full time or part-time (2-3 days per week) and must be for a period of 3-4 months. Please note that this internship is unpaid.

RESPONSIBILITIES

*Please note that this internship is primarily administrative; however, supervisors will make a concerted effort to see that there is a balance of programmatic and research-related work*

- Provide general support to the Senior Membership and Communications Officer.
- Assist with the logistical planning and support for the 2014 WFM Council meeting, located in The Hague and Brussels.
- Provide logistical support towards the establishment of WFM sub-regional hubs- research, contacting MOs, AOs and other partners.
- Assist the Senior Membership and Communications Officer with outreach and communication to international members.
- Undertake special projects and assignments as needed.
- Attend conferences, NGO briefings, as needed and draft reports, when necessary.
- Monitor events relating to the development of international democracy.

QUALIFICATIONS

- Undergraduate or graduate student working towards degree in International Relations, Politics or related field
• Excellent written and oral communication, research, and writing skills
• Proficiency using Microsoft Office software
• Ability to work independently and within the constraints of tight deadlines
• Previous experience in a nonprofit environment preferred
• Proficiency in English required, knowledge of Dutch is an advantage
• Interest in WFM-IGP’s mission

REMUNERATION

Unfortunately, internships at WFM-IGP are unpaid. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. WFM-IGP cannot sponsor individuals applying for internships to help them obtain visas.

APPLICATION PROCEDURE

Interested applicants should submit a cover letter, resume, references and a brief writing sample (3-5 pages maximum) on a related topic via email: internship@wfm-igp.org or mail to:

World Federalist Movement – Institute for Global Policy
Attn: Internship Coordinator
708 Third Avenue, 24th floor
New York, NY 10017
USA

Please include the name of the internship in the subject of the email and the cover letter. Be sure to indicate your approximate start date.

APPLICATION DEADLINE

Applications are being accepted on a rolling basis

No Phone Inquiries Please

For further information about WFM-IGP and our internships, please visit our website:
www.wfm-igp.org