Secretary General’s Office Internship

Description

Position: Secretary General’s Office Internship
Supervisor: Senior Assistant to the Secretary General
Posted: 29 April 2020
Application Deadline (Summer 2020): 15 May 2020
Duration: Summer 2020 (minimum of 3 months-- to be determined by intern and supervisor)
Location: Virtual

INTRODUCTION

Religions for Peace (RfP) is a global interfaith peacebuilding coalition active in 90 countries across 6 regions, celebrating its 50th year advancing action for peace in 2020. Headquartered in New York and accredited to the United Nations, RfP has six strategic priorities:


To learn more about these priorities and our commitments, see our Strategic Plan. More information about RfP: www.rfp.org.

RESPONSIBILITIES

The intern will assist the Office of the Secretary General in its response to the COVID-19 pandemic and other ongoing projects during and after the global crisis:

- Maintain and update directory and database of interreligious councils, and partners in faith based-organizations, civil society and government.
- Research, synthesize information, and prepare profiles on interreligious councils, and religious leaders.
- Provide technical and logistical support for webinar planning and implementation.
- Support SG Office in letter writing, scheduling and other communication.
- Provide other relevant assistance to the Secretary General’s Office as assigned.
QUALIFICATIONS

- Currently enrolled undergraduate or graduate student, majoring in: International Studies, Political Science, Religious Studies, Public Policy, Non-profit Management, Communications, or a related field
- Strong writing skills
- Proficiency in Microsoft Office, especially Excel, Word, and PowerPoint
- Ability to work virtually and hold oneself accountable to deliverables without in-person oversight
- Strong interpersonal skills, ability to work professionally and sensitively in a multi-cultural environment.
- Fast learner, tech-savvy, and able to multi-task
- Interest/background in interreligious work, enthusiasm for learning, and reliability are pluses
- Fluency in English required. French, Arabic or Spanish language skills would be an asset

OUTCOMES

Primary learning outcomes include:

- Strengthen writing skills in a professional setting
- Solve problems and better understand the realities and intricacies of working in an international non-governmental organization.
- Learn from diverse and dedicated staff, and leaders of RfP
- Improve languages skills (French, Spanish, Arabic, etc).
- Note: Additional learning outcomes are dependent on the type of internship

BENEFITS

We are pleased to offer our interns a number of benefits:

- Support in receiving college credit
- Metro Card throughout the internship (if/when travel to New York office is required – travel will not be required during the COVID-19 pandemic)

*All applicants are required to present their own active insurance enrollment.

TO APPLY

Please send a cover letter, resume, list of references, and an optional writing sample to Ms. Emma Jackson ejackson@rfp.org before 15 May 2020.

Because we receive a high volume of applications, only candidates who are invited to interview will be contacted. Thank you for your kind understanding.