



UNITARIAN UNIVERSALIST UNITED NATIONS OFFICE

APPLY FOR 2012 SUMMER INTERNSHIP PROGRAM

Term: June 1st to August 31st

Application Deadline: April 30th, 2012

The UU United Nations Office was established in 1962 to strengthen the United Nations' efforts to eliminate war, discrimination and poverty, and to promote a world community founded on the ideals of partnership, justice and peace. Through targeted education, advocacy and outreach, we engage Unitarian Universalists in support of international cooperation and the work of the United Nations.

We engage our interns as active participants and collaborators in our work. We depend heavily on their contributions to our LGBT/SOGI Human Rights, Women's Initiative on Security and Peacebuilding (WISP), Every Child is Our Child Program (ECOC), Faith and Ethics Network for the International Criminal Court (FENICC), and Human Rights Committee Programs. We encourage interns to inform us of any particular interest they may have in working on a distinct program.

Please note the internship is unpaid.

We ask for a commitment of at least 6 weeks, and at least 3 days a week.

Ages 16 and older may apply.

Responsibilities:

- Serve as the focal point for UU-UNO Programs
- Assist with UU-UNO Intergenerational Spring Seminar Planning
- Conduct research and write articles for the UU-UNO website and the office newsletter, Window on the World
- Assist with membership and envoy outreach and database maintenance
- Attend meetings and events at UN Headquarters, and report relevant information back to the office
- Research and write on a topic related the UU-UNO Program Initiatives (the Millennium Development Goals, UN reform, etc.)
- Contribute to the day to day functioning of the office
- Other duties as assigned by the Executive Director.

Requirements:

- Interns are encouraged to know UU principles and UU community
- Demonstrated interest in international affairs
- Excellent writing skills
- Proficiency with Microsoft Word and Excel, Microsoft Publisher a plus
- Foreign language proficiency a plus
- Must be motivated and responsible, and capable of managing a variety of assignments
- Other technical skills, including photography, video production, website building etc. are a plus

To Apply, please mail, e-mail or fax:

- A one (1) page cover letter explaining why you would like to intern and what you believe can contribute to the office
- Your resume
- A 3-5 page writing sample, preferably on an international topic
- Two (2) letters of reference

Celestine Cox
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