

## Position

Diplomacy Education<sup>®</sup> Intern as Core Team or Bureau Member

## General Description

This position provides overall administrative assistance to the senior staff in support of Diplomacy Education<sup>®</sup>, which includes both the steps (1-5) of the so-called Embassy Adoption Program (EAP) and the simulation of the United Nations works called Global Action Model United Nations (GAMUN). Diplomacy Education<sup>®</sup> has received the official patronage of the Italian Ministry of Foreign Affairs and is the result of partnerships with WFP, FAO, IDLO, IILA, and over 60 embassies and missions to the UN united to connect the international community with the local one. Thanks to this initiative students aged 14-19 can learn about a country's history, culture, arts, language, and more during their school year.

## Duties and Responsibilities may include:

- Providing administrative and logistical support for the events of the first steps of the initiative, i.e. the Embassy Adoption Program<sup>®</sup> (EAP), for the presentations at conferences, seminars/workshops and others, for the visits to the schools and the simulation of the United Nations called GAMUN (in May);
- Coordinating transportation for EAP class field trips and events;
- Observing and assisting with materials during in-school EAP activities and field trips;
- Communicating with diplomats, teachers, other representatives, school administrators, and organizational partners;
- Providing assistance with overall administrative and production needs for other ongoing educational initiatives;
- Participation in other events scheduled in the association's yearly calendar, according to availability;
- Drafting the so-called background guides of GAMUN's simulated committees/agency, according to assigned committee/agency (only one committee/agency assignment per intern but there can be more interns per each committee/agency, e.g. 3 or 4 interns);
- Management of GAMUN's committee/agency with a role of senior bureau member i.e. Director or Chair (interns might cover all roles during GAMUN);
- Updating the association databases (information, schedules, diaries, and contact lists mainly) via Google Drive and creation of new files according to necessity;
- Participation and support in the training sessions for schools, diplomats, and other bureau members as trainers or assistant trainers.

## Requirements:

- BA/MA student;
- Interest/background in international relations;
- Interest for/knowledge of diverse global cultures and traditions;
- Interest/background in working with Rome's international community;
- Strong organizational skills;
- Excellent oral and written communication skills in English;

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- Good/excellent oral and written communication skills in Italian, Spanish, French is a highly desirable asset;
- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently with little supervision;
- High level of energy and ability to work well in deadline and/or high-pressure situations;
- Ability to handle confidential information;
- Willingness to learn Protocol in the diplomatic world;
- Computer skills: Microsoft Word, Excel, Powerpoint, Google Drive;
- Strong social media management skills is an asset;
- Some prior experience in an administrative setting preferred but not essential if applicant self-assesses him/herself as detail-oriented.

## **Schedule/Hours**

15 hours per week required (could be less in the first months), 20-25 hours per week in the two weeks before GAMUN. Most of the hours can be managed from home, presence required for the school/embassy meetings, for the events/trips in the calendar, and for GAMUN (one full week in April/May, Mon-Fri 8:30am-5pm).

Global Action office hours are from 9am to 8pm. Team meetings usually scheduled in the evening, e.g. 5:30pm-8pm when needed. If tasks require, interns can make calls from the office by arranging the days with senior staff or they can work from home otherwise. No mandatory physical presence required unless previously agreed.

Internship hours are flexible within this time frame and can be tailored to meet the needs of the association and the applicant.

Performance is continuously assessed during the months preceding GAMUN and Global Action reserves the right to re-assign the intern to different tasks or, in a worst-case scenario, interrupt the internship if deemed necessary.

## **Benefits**

Global Action offers unpaid internships but there are lots of benefits, among which:

- Access to performances and embassy events, subject to availability;
- Possibility of other internships with global partners for worthy interns and possibility of actual job interviews by the partners;
- Possibility of fully-paid trips abroad for further projects developed by the association, if cooperation continues;
- Becoming part of an international team made up of young people;
- Being in contact with high-level international and national officials like UN staff, diplomats, NGO members, etc.;
- Chances to network and learn from experts in global issues;
- Acquiring new important skills for work;
- Having fun while working and making new friends.

## **Contacts**

President: [vanessa.boi@diplomacyeducation.org](mailto:vanessa.boi@diplomacyeducation.org)

Human Resources team: [HRT@diplomacyeducation.org](mailto:HRT@diplomacyeducation.org)

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Global Action is located in Rome, Via dei Gracchi, 91.

## **Interviews**

Selected applicants will be short-listed for an interview (also Skype interview) in August-October 2018.

## **Apply by**

30 September 2018.