

## Position

Diplomacy Education<sup>®</sup> Intern as Interpreter and/or Translator

## General Description

This position provides overall linguistic assistance to the participants, guests, and staff of Diplomacy Education<sup>®</sup>, especially in the week of GAMUN (the simulation of the United Nations), which takes place in April/May every year in the HQ of the World Food Programme of the United Nations (WFP), the International Fund for Agricultural Development (IFAD) or the Food and Agriculture Organization (FAO) in Rome. Global Action is recruiting graduate students in their second year of the MA in Conference Interpreting (EN and FR and/or ES) or people who have already graduated and still wish to apply to an unpaid internship. Selected candidates will mainly work as interpreters but could also be asked to translate or assist in translating written documents. Occasionally, interpreters for Arabic are also requested for specific keynote speakers.

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 working together to connect the international community with the local one. Thanks to this initiative students aged 14-19 get to learn about a country's history, culture, arts, language, and more during their high school year.

## Duties and Responsibilities may include:

- Providing simultaneous interpreting (from and to IT) during the opening and closing ceremony of GAMUN, one week in April/May 2019;
- Providing consecutive interpreting during the simulated formal sessions (mainly from EN to FR and vice versa or from EN to SP and vice versa);
- Providing linguistic assistance to the students when writing draft resolutions or their interventions and their closing speeches;
- Studying the committees/agencies and their topics, through autonomous research and the material provided by Global Action (background guides are available to all);
- Studying the procedural rules of the committees/agencies;
- Other tasks in support of linguistic needs of Global Action (according to each person's availability) such as: interpreting (mainly consecutive) during embassy/mission briefings between the students and the diplomats/ambassadors at the school or at the embassy/mission or translating from IT to other languages (e.g. texts in the website or social media/advertising posts).

## Requirements:

- Second-year MA student in Conference Interpreting working with English and French and/or Spanish (min. level C1);
- Strong simultaneous and consecutive interpreting skills (from and to IT);
- Interest for/knowledge of diverse global cultures and traditions;
- Interest/background in working with Rome's international community;
- Strong organizational skills;
- Previous experience as conference interpreter is an asset;

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- Availability to meet during the training days to have information about the event and the topics covered by the committees;
- High level of energy and ability to work well in deadline and/or high-pressure situations;
- Computer skills: Microsoft Word, Excel, Powerpoint, Google Drive.

## **Schedule/Hours**

Your presence is required during the preparatory meetings (days and times TBD) and for GAMUN (one full week, Mon-Fri 8:30am-5pm). If desired and if selected for extra tasks (e.g. embassy meetings/briefings), further presence with about 2 or 3 hours in a week required (TBD jointly). Global Action office hours are from 9am to 8pm. Team meetings usually scheduled in the evening, e.g. 5:30pm-8pm when needed. Internship hours are flexible within this time frame and can be tailored to meet the needs of the association and the applicant. In order to achieve a high-standard performance, you will be required to constantly practice your interpreting skills during the months before GAMUN for a total amount of 40/50 hours. Further testing of interpreting skills can happen during the months preceding GAMUN and Global Action reserves the right to re-assign the intern-interpreter 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:

- Possibility of other internships with global partners for worthy interns and possibility of actual job interviews by the partners;
- 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;
- Access to performances and embassy events, subject to availability;
- 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)

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

## **Interviews**

Selected applicants will be short-listed for an interview (also Skype interview) during which your interpreting skills will be tested in August-October 2018.

## **Apply by**

30 September 2018.