

Position

Diplomacy Education[®] Intern as Teacher and/or Pedagogist

General Description

This position provides overall educational assistance to the senior staff in support of the Diplomacy Education[®] and the Diplomacy Education[®] - Kids Edition, which include - among others - the steps of the so-called Embassy Adoption Program (EAP), the simulation of the United Nations works called Global Action Model United Nations (GAMUN), and the World Culture Day (21 May). Diplomacy Education[®] 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 6-19 can learn about a country's history, culture, arts, language, and more during their school year.

Duties and Responsibilities may include:

- Setting new educational objectives for participants in the association's programs in cooperation with the senior staff;
- Providing educational support for the programs proposed by the association also by drafting guidelines and developing new educational materials (particularly for kids aged 6-11);
- Making presentations related to the educational aspects of the programs and providing overall assistance with production needs for other ongoing educational initiatives;
- Starting up and coordinating cooperation between the association and participating schools (from first contacts to arranging events and collecting/providing feedback);
- Communicating with diplomats, school teachers, other representatives, school administrators, and organizational partners;
- Participation and support in the training sessions for schools, diplomats, and other bureau members, also monitoring and mentoring other trainers;
- Participation in other events scheduled in the association's yearly calendar, according to availability;
- Nurturing a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners.

Requirements:

- MA student in Science for Primary Education, Science for Education, Pedagogy, Psychology or any other related field;
- Interest/background in education, training, child's development;
- Interest/background in international relations is an asset;
- Interest for/knowledge of diverse global cultures and traditions;
- Strong organizational skills;
- Excellent oral and written communication skills in Italian;
- Good oral and written communication skills in English;
- Good oral and written communication skills in either Spanish, French, German or other languages is a highly desirable asset;

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- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently with little supervision;
- Confidence with speaking in public is an asset;
- High level of energy and ability to work well in deadline and/or high-pressure situations;
- Ability to handle confidential information;
- Computer skills: Microsoft Word, Excel, Powerpoint, Google Drive;
- Creative skills: imagination, arts and crafts.

Schedule/Hours

10-15 hours per week required, 20-25 if involved in the two weeks before important events like GAMUN or the World Culture Day. Most of the hours can be managed from home, presence required for some meetings, and for the events/trips in the calendar.

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 of cooperation 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

Human Resources team: 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) from July 15th, 2018 to September 30th, 2018.