

## Position

Diplomacy Education® Intern as Bureau Member

## General Description

This position provides overall didactic and some administrative assistance to the senior staff in support of Diplomacy Education®, 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® 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.

For more info visit the website: <https://diplomacyeducation.org/it/welcome/>

## 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® (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;
- Communicating with diplomats, teachers, other representatives, school administrators, and organizational partners;
- Providing assistance with overall administrative and production needs for the EAP and GAMUN or other ongoing educational initiatives;
- 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 committee/agency, e.g. 3 or 4 interns);
- Management of GAMUN's committee/agency with a role of junior bureau member i.e. Assistant Chair/Director, Rapporteur (interns might cover all roles during GAMUN);
- Updating the association databases according to one's own tasks via Google Drive and creation of new files according to necessity;
- Participation and support in the training sessions for schools, diplomats, etc.;
- Participation in other events scheduled in the association's yearly calendar, according to availability.

## Requirements:

- Flexibility, availability and multicultural sensitivity;
- 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 both in Italian and English;
- Good/excellent oral and written communication skills in Spanish, French, and/or other languages 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;
- Some prior experience in an administrative setting preferred but not essential if applicant self-assesses him/herself as detail-oriented.

### **Schedule/Working Hours**

The first part of the internship will be dedicated to the professional education of the intern, for a maximum of two meetings per week. According to the current circumstances, most of the hours can be managed from home, presence will be eventually required for the school/embassy meetings, for the events/trips in the calendar, and others.

Global Action office hours are from 9am to 8pm. Team meetings usually are scheduled in the evening during the week, e.g. 5:30pm-8pm when needed; Team meetings could be also scheduled during weekends, if agreed. 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 the internship according to the ongoing projects 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 Italy offers unpaid internships. However, given our network, it could be a good opportunity and an asset to become a part of the international community.

- 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;
- 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.

# GLOBAL ACTION

## **Application**

The applicants must submit their applications through the official website at <https://diplomacyeducation.org/it/lavora-con-noi/>. Both CV and a short Motivational Letter are required to be in English.

Selected applicants will be short-listed for a Skype interview, given ministerial dispositions, during the months of September/October.

## **Contacts**

Bureau Members:

[carlotta.venza@diplomacyeducation.org](mailto:carlotta.venza@diplomacyeducation.org); [alessandro.reali@diplomacyeducation.org](mailto:alessandro.reali@diplomacyeducation.org)

Human Resources Team: [info@diplomacyeducation.org](mailto:info@diplomacyeducation.org)

Website: <https://diplomacyeducation.org/it/welcome/>

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