

Position

Global Action is looking for a Bureau Team Inter.

Candidates will be selected via interview on a rolling basis until all positions are filled, therefore you are strongly encouraged to send your application as soon as possible.

General Description

The Bureau Team provides overall didactic and some administrative assistance to the senior staff in support of Diplomacy Education[®] and Global Action's activities, which includes the Embassy Adoption Program (EAP), the simulation of the United Nations works called Global Action Model United Nations (GAMUN), the 2nd ASEAN-Italy Youth Conference and international other events.

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 RBA, with the aim to connect the international community with the local one. Thanks to these initiatives, students aged 14-19 can learn about diplomacy, international relations, a country's history, culture, arts, language, and more during their school year.

Duties and Responsibilities may include:

- Providing administrative and logistical support for Global Action's initiatives and events, for presentations at conferences, seminars/workshops and others, for the visits to the schools and the simulation of the United Nations called GAMUN;
- Providing assistance with overall administrative and production needs for Global Action's ongoing educational initiatives, which may include communicating with diplomats, teachers, other representatives, school administrators, and organizational partners; ;
- Drafting documents, reports, forms, emails, and GAMUN's background;
- Updating the association databases according to one's own tasks via Google Drive and creation of new files according to necessity.

Requirements:

- Flexibility, availability, strong teamwork, organisational and prioritising skills, and multicultural sensitivity;
- Ability to learn quickly, handle a multitude of tasks and manage stressful situations, take initiative, and work independently;
- Interest/background in international relations; interest/background in working with Rome's international community is an asset;
- Excellent oral and written communication skills both in Italian and English; any other language will be considered an asset.
- IT skills are a must (Office, Google Drive, main teleconference platforms).

Schedule/Working Hours

Internship hours are flexible and can be tailored to meet the needs of the applicant.

According to the current circumstances, most of the hours can be managed from home, presence will be eventually required for the school/embassy meetings, events and others.

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 is unable at this time to offer paid internships. However, the Organisation has been granted the Special Consultative Status with the United Nations ECOSOC and its network of partners represents a great opportunity for interns to become a part of the international community through:

- Accessing Embassies' events;
- Having the chance of obtaining other internships and job opportunities with global partners;
- Becoming part of an international team made up of young and committed people;
- Being in contact with high-level international and national officials like UN staff, diplomats, NGO members, etc.;
- Learning from experts in global issues and acquiring new important skills for work.

For more info about our projects visit <https://diplomacyeducation.org/it/home/>.

Application

Candidates will be selected on a rolling basis until all positions are filled, therefore you are strongly encouraged to send your application as soon as possible.

To apply for this position, please send a CV and a short motivational letter (both in english) through our official application system at <https://diplomacyeducation.org/it/lavora-con-noi/>.

Selected applicants will be emailed for an in-person or Skype interview, according to ministerial dispositions and candidate's preferences.

Contacts

For any inquiry, please do not hesitate to contact Mr. Alessandro Reali at alessandro.reali@diplomacyeducation.org, or send an email at info@diplomacyeducation.org.

Global Action is located in Rome, Via dei Gracchi, 91, and can be telephonically contacted at +39063214435, asking for Mr. Alessandro Reali.