



## Youth Program Intern/ Volunteer

Posted on [July 24, 2012](#)

**Post Title:** Youth Program Intern/ Volunteer – unpaid

**Post Level:** Internship/Volunteer

**Org Unit:** UN Alliance of Civilizations

**Duty Station:** New York, NY

**Duration:** Up to 4 months (December 2012 – March 2013), full-time (9am – 5pm)

**Closing Date:** September 30, 2012

### **Background:**

The United Nations Alliance of Civilizations (UNAOC) seeks to reduce tensions across cultural divides that threaten to inflame existing political conflicts or trigger new ones. Through preventive diplomacy initiatives, it works at the grassroots level, promoting education, youth, media and migration projects aimed at building trust and respect among diverse communities. The Alliance was established in 2005, at the initiative of the Governments of Spain and Turkey, under the auspices of the United Nations. In April 2007, the United Nations Secretary-General appointed Jorge Sampaio, former President of Portugal, as High Representative for the Alliance. The Alliance is supported by a Group of Friends – a community of over 130 member countries and international organizations and bodies.

### **Duties and Responsibilities:**

The UNAOC Youth Program aims to raise awareness about the important role that young people play in fostering cross-cultural understanding. More precisely, the UNAOC Youth Program aims to a) contribute to further enhance the capacity of youth to effectively implement initiatives advancing cross-cultural understanding, b) develop mechanisms and networks to facilitate partnership building, and c) ensure that decision-makers recognize young people's contribution in building understanding between people of various cultural and religious backgrounds. Several initiatives under the UNAOC Youth Program support these objectives, including the *Youth Website* and the *Youth Event*, organized on February 26, 2013 in Vienna, as part of the 5<sup>th</sup> UNAOC Forum (February 27-28, 2013). The intern will also be requested to support launch of the Call for Applications under the 3<sup>rd</sup> Edition of the Youth Solidarity Fund programme.

The UNAOC is looking for an intern who will, under the supervision of the Youth Programme Manager and the Projects and Liaison Officer, have the following responsibilities:

### **Youth Website and other web work, December 2012-March 2013 (25% time)**

- On a periodic basis, upload new information (text, photos, video) on Youth Website using Word Press;
- Respond to questions sent through Youth Website and monitor comments posted by youth;
- Support the UNAOC in engaging youth for an on-line dialogues on the Youth Website;
- Prepare news and other updates, to be posted on the website;

- Update the UNAOC Youth Programme pages in social media (Facebook).

**Vienna Youth Event, December 2012-February 2013 (45% time)**

- Assist in ensuring all selected participants of the Youth Event are provided with logistical support (visas, tickets, accommodation, etc), liaise with the Host Government on these issues, if needed;
- Assist in moderating online discussions among the selected youth on the 5<sup>th</sup> UNAOC Forum themes.

**Youth Solidarity Fund (YSF), December 2012-March 2013 (30% time)**

- Process applications received under the Call for Proposals: store and sort applications per predefined criteria; review and pre-short list all eligible applications;
- Review all supporting documents submitted by applicants and ensure all requested forms are in a good order.

**Other responsibilities:**

- Support the Youth Programme Manager and the Projects and Liaison Officer for any other youth-related initiative.

**Skills and Qualifications:**

- Currently enrolled in an advanced university degree program (i.e. Master's Degree or equivalent).
- Applicants must have an excellent knowledge of English with advanced written and verbal skills. Knowledge of other languages is an advantage.
- Excellent organizational and communication skills; attention to detail; and determination to meet deadlines.
- Computer literacy with strong knowledge of Online Content Management Systems (such as WordPress).
- Previous experience with social media and strong event organization skills is highly desirable.

**Submission of Applications:**

Qualified candidates may submit their application including a letter of interest; complete Curriculum Vitae; and an updated [United Nations Personal History Form P11](http://www.unops.org/english/howenneed/Pages/Employmentoverview.aspx) <http://www.unops.org/english/howenneed/Pages/Employmentoverview.aspx> via e-mail to [diloron@unops.org](mailto:diloron@unops.org). Kindly indicate the vacancy title in the subject line when applying by email.

The first lines of the email application must state the following in this exact format:

First Name:

Last Name:

Nationality:

Gender: (male / female)

Years of relevant experience:

Degrees / Industry Certifications: (abbreviation and name of school/college/university)

Current / Last position title:

UNAOC reserves the right to reject any application without the above format in the submission email. Covering letter should follow in the body of the email submission.

**Additional Considerations:**

- Applying early is an advantage as qualified candidates will be reviewed immediately.
- The successful incumbent will be offered an internship agreement or a volunteer agreement.
- Interns and volunteers at UNAOC do not receive any remuneration. As such, interns are responsible for all cost associated with the internship, including but not limited to, cost of health insurance coverage, travel and accommodation in New York, USA.
- Interns and volunteers are responsible for arranging their own travel to New York, USA.

UNOPS office will secure necessary arrangements for visa to the United States.