



Intern Job Description

INTERN: Watchlist on Children and Armed Conflict (www.watchlist.org) is seeking an intern to work 15 to 25 hours/week from September through December 2010.

ORGANIZATION: The Watchlist on Children and Armed Conflict is an NGO network that monitors and reports on violations against the security and rights of children and adolescents in specific situations of armed conflict. Watchlist uses this information to urge action by the UN Security Council, other UN agencies and appropriate governments. Watchlist also provides capacity strengthening support to local NGO partners in areas of conflict to build sustainable, grass roots monitoring, reporting and advocacy networks related to violations against children in armed conflicts (CAC). Watchlist is housed at the offices of the Women's Refugee Commission, a member of Watchlist's Steering Committee and the International Rescue Committee.

The intern will support Watchlist in its fundraising and communication activities and will also support the development of project infrastructure, particularly related to Watchlist's website, database, listserv and other modes of external communications.

RESPONSIBILITIES:

- Assist with Watchlist's fundraising activities. This includes researching potential government and foundation donors, assisting with the drafting of funding proposals and donor reports.
- Support the update and development of Watchlist's website.
- Update and maintain Watchlist listserv, database, UN missions list and media contact list.
- Represent Watchlist at meetings related to children and armed conflict hosted by UNICEF, NGOs and other relevant agencies.
- Support the project's efforts by performing various administrative tasks, including filing and photocopying.

REQUIREMENTS:

- Current university enrollment or degree in international relations, political science or related field.
- Strong research, writing and communication skills.
- Strong interest on issues related to children and armed conflict.
- Previous communications and/or development experience strongly preferred.
- Ability to work both in a team and independently
- Excellent knowledge of MS Word/ Excel.

Please email your résumé and cover letter by **September 10** to:

Ms. Eva Smets, Director

internships@watchlist.org