



Communications and Programs Internship, Summer 2019

INTERN: Watchlist on Children and Armed Conflict (www.watchlist.org) is seeking an intern to contribute 15 to 20 hours per week from mid June to mid/late August 2019, with the possibility of extension. The schedule is flexible, and will be adjusted according to the intern's and organization's needs. The position is based in New York City.

Please note this internship is unpaid, but applicants currently enrolled in higher education will be supported in securing school credit.

ORGANIZATION: Watchlist on Children and Armed Conflict is a network of nongovernmental organizations (NGOs) that monitors and reports on violations of the rights of children and adolescents in specific situations of armed conflict. Watchlist uses this information to urge action by the United Nations Security Council, other UN agencies, and appropriate governments. Watchlist also provides support to local NGO partners in areas of conflict to build sustainable, grassroots monitoring, reporting, and advocacy networks related to violations against children in armed conflicts. Watchlist is a fiscally-sponsored project of [United Charitable](#), a 501(c)(3) nonprofit organization.

INTERN LEARNING GOALS: During the course of this internship, the intern will benefit from a number of learning opportunities. At the start of the internship, the intern will receive a comprehensive orientation, including organizational background of Watchlist, the legal frameworks of the UN's children and armed conflict agenda, and a historical overview of the development of the agenda. Watchlist's Program Director will provide supervision and meet with the intern on a regular basis to discuss progress and challenges, answer questions, and provide mentoring support. The intern will have the opportunity to attend select public and side events at the United Nations. These opportunities will provide the intern with experiential learning, exposure to the United Nations and Watchlist's international advocacy work, and networking opportunities.

RESPONSIBILITIES:

- Assist with research and drafting of Watchlist's Children and Armed Conflict (CAC) Monthly Updates that include specific recommendations for action targeted at the UN Security Council and its Working Group on Children and Armed Conflict;
- Monitor Security Council activity and draft weekly briefing memos for the Program Director;
- Review Security Council documents against Watchlist's recommendations and establish a system to track impact;
- Provide research and writing support towards drafting of Watchlist's briefing papers on specific policy recommendations directed at the United Nations, including special briefs for the Security Council Working Group on Children and Armed conflict ahead of country-specific negotiations;
- Assist with the implementation of Watchlist's overall communications strategy with respect to educating public audiences on children and armed conflict issues; this involves using Watchlist's media tools (website, social media, smartphone application, listservs, and newsletter), and evaluate their success using analytics;
- Conduct media monitoring on specific country situations;
- Assist with other communications-related special projects and administrative tasks as necessary.

REQUIREMENTS:

- Graduate student in international relations, politics, international law, human rights, or relevant field; exceptional undergraduate students may be considered;
- General understanding of the practices and procedures of the UN Security Council;
- Knowledge of international humanitarian law and/or international human rights frameworks;
- Strong interest in issues related to children and armed conflict and human rights advocacy;
- Strong research, writing, and analytical skills;
- A strong self-starter, able to work both in a team and independently;
- Proficiency in MS Word, Excel and PowerPoint, and familiarity with common social media platforms (Facebook and Twitter);
- Knowledge of WordPress, MailChimp, and HootSuite a plus;
- Foreign languages (French, Spanish, and Arabic) a plus.

Internships are unpaid, but available for school credit.

HOW TO APPLY:

Applications will be reviewed on a rolling basis until position is filled.

Please email your resume, a brief cover letter explaining why how your qualifications make you a great fit for this position, and an unedited writing sample (3-5 pages in length) to: Watchlist@watchlist.org.