



## Advocacy & Communications Internship, Summer 2021

**INTERN:** Watchlist on Children and Armed Conflict ([‘Watchlist’](#)) is seeking a current graduate student with relevant experience to contribute approximately 20 hours per week from June to late August. Scheduling for this internship is flexible, and will be adjusted according to the intern’s and organization’s needs. Watchlist is based in New York City; however, due to COVID-19 restrictions, the summer 2021 internship will be conducted virtually.

Please note this internship is unpaid, but available for school credit.

**ORGANIZATION:** Watchlist on Children and Armed Conflict is a global network of nongovernmental organizations (NGOs) that monitors and reports on violations of the rights of children in situations of armed conflict. Watchlist uses this information to urge action by the United Nations Security Council, UN offices and agencies, and Member State 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:** Over the course of this internship, the intern will benefit from several 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 Grants and Operations Coordinator will provide supervision, develop a general activity plan with the intern, and meet with the intern on a regular basis to discuss progress and challenges, answer questions, and provide support. The intern will have the opportunity to attend select virtual meetings and events. These opportunities will provide the intern with experiential learning, exposure to the work of the UN, Watchlist’s international advocacy work, and networking opportunities.

### RESPONSIBILITIES:

- Assist with tracking the impact of Watchlist’s advocacy initiatives, UN Member State policy positions, and Security Council activity;
- Assist with research and drafting of Children and Armed Conflict Monthly Updates, including specific recommendations for actions targeted at the UN Security Council and its Working Group on Children and Armed Conflict;
- Provide research and writing support towards drafting Watchlist materials around the UN Secretary-General’s annual report on children and armed conflict and the Security Council open debate on children and armed conflict;
- Conduct media monitoring on specific country situations and Watchlist in the news;

- Support the implementation of Watchlist’s communication strategy with respect to educating public audiences on children and armed conflict issues, advancing advocacy, and highlighting current children and armed conflict concerns;
- Contribute to planning and outreach for Watchlist’s 20th anniversary events;
- Participate in grant and development research;
- Assist with other communications-related projects and administrative tasks as necessary.

#### **REQUIREMENTS:**

- Current graduate student in international relations, international law, human rights, or relevant field.
- General understanding of the structure, practices, and procedures of the UN system, particularly the Security Council;
- Knowledge of international humanitarian law and/or international human rights frameworks;
- Demonstrated interest in issues related to children and armed conflict and human rights advocacy;
- Strong research, writing, and analytical skills, including exceptional attention to detail;
- A strong self-starter, able to work both in a team and independently, with the capacity to work virtually;
- Proficiency in MS Word, Excel, and PowerPoint, and familiarity with social media platforms, particularly Twitter and Facebook;
- Knowledge of WordPress, MailChimp, and Hootsuite a plus;
- Ability to read, write, and communicate fluently in English required; knowledge of another UN language a plus.

#### **HOW TO APPLY:**

To be considered for this internship, please send application materials via email, with the subject line “[Your name] – Summer Internship” to [victoriaw@watchlist.org](mailto:victoriaw@watchlist.org). All applications must include:

- A résumé;
- A thoughtful cover letter detailing relevant skills, experience, and why you are interested in the position;
- One brief, unedited writing sample (approximately three pages).

**Applications will be reviewed on a rolling basis; however, the final deadline to apply is May 10, 2021. No phone calls please. Only short-listed candidates will be contacted.**