

## **Internship Opportunity: Visual Communications Intern**

### **Internship period:**

30 March (start date flexible) – 31 July 2020

### **Applications due:**

1 March 2020

**Schedule:** Internships are part-time (schedule is flexible). Working hours are Monday through Friday, 9AM – 5PM.

**Location:** 777 UN Plaza, New York, NY 10017

**Reports to:** Communications Manager and Program Manager

### **About the Internship**

This internship with ISHR offers a unique opportunity for communications students and professionals to learn about, be involved in and develop the communications and social media activities of a leading international human rights non-governmental organisation (NGO). It provides hands-on experience working for an international NGO, as well as the opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic situations of concern. For more information, consult our website [www.ishr.ch](http://www.ishr.ch).

### **Key tasks:**

- Contribute to and draft content for ISHR's social media sites –Facebook, Twitter and YouTube—on the New York office's activities;
- Produce, edit, and post videos online;
- Photograph ISHR events, edit photos, and post photos online;
- Maintain ISHR's website;
- Draft, edit, and publish online articles on human rights issues relevant to ISHR's mandate;
- Produce templates for publications and marketing materials;
- Design graphics and images for social media and advocacy campaigns;
- Assist in the planning, coordination, and management of events at the UN;
- Promote upcoming events;
- Design posters and flyers as needed;
- Database management;
- Administrative support to the communications team;
- Translation and proofreading, if applicable;
- Approximately 10-15% of the work will be administrative in nature.

### **Training and Opportunities:**

- Staff meetings which include presentations from ISHR staff members on current activities and their own experiences;

- Opportunities to interact and network with human rights defenders, diplomats or other UN and NGO professionals both at the United Nations and at ISHR office during meetings;
- Practical sessions and guidance in monitoring and writing reports for various UN mechanisms;
- Individual supervision and mentoring.

## Requirements

To be considered, applicants should:

- Be a student or recent graduate studying communications, marketing, journalism, or related studies. Graduate students are preferred. Highly qualified upper-level undergraduates will be considered for summer internships;
- Have excellent written and oral communication skills in English. Knowledge of official UN languages, especially Spanish and/or French, is desirable;
- Have strong command of Microsoft Office Word, Excel, and PowerPoint;
- Be familiar with photo-editing and publishing software, such as InDesign and/or Photoshop;
- Be interested in human rights issues and non-governmental organizations;
- Be flexible, self-motivated and able to work independently;
- Be able to work as a member of an international and multicultural team and willing to participate in a variety of tasks.

## Salary

This is an unpaid internship. ISHR is willing to assist with applications for funding made by applicants.

## To Apply

Please submit a cover letter, resume, and writing sample by email to [internshipny@ishr.ch](mailto:internshipny@ishr.ch) by March 2, 2020. Samples of multimedia products, including posters, graphics, and videos, are also welcome.

Please note that we can only consider the applications of US citizens or holders of US permits.

## **Internship Opportunity: Human Rights Defenders Program and Communications Intern**

### **Internship date:**

30 March (flexible start date) – 31 July 2020

### **Applications due:**

28 February 2020

**Schedule:** Internships are full-time (negotiable). Monday thru Friday, 9AM – 5PM.

**Location:** 777 UN Plaza, New York, NY 10017

**Reports to:** Direct Supervisor (Program Manager)

### **About the Internship**

ISHR is an independent, non-profit organization with offices in Geneva and New York. The internship offers a unique opportunity to view the United Nations human rights system at work in New York. It provides hands-on experience working for an international non-governmental organization (NGO) as well as the opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic situations of concern. For more information, consult our website [www.ishr.ch](http://www.ishr.ch).

### **Key tasks:**

#### **Program:**

- Undertake advocacy at regional and international human rights mechanisms, in coalition with other NGOs as relevant;
- Assist with research in relation to international human rights mechanisms;
- Represent ISHR at meetings, including with States, UN representatives, and NGO meetings;
- Assist with ISHR's work with regional human rights defenders' networks and human rights bodies at the regional level;
- Monitor and take minutes at meetings, including UN human rights meetings;
- Contribute to ISHR's publications, including through drafting and editing online web articles, briefing papers, and other reports as needed;
- Approximately 10-15% of the work will be administrative in nature.
- Communications:
  - Contribute to and draft content for ISHR's social media sites –Facebook, Twitter and YouTube—on the New York office's activities;
  - Produce, edit, and post videos online;
  - Photograph ISHR events, edit photos, and post photos online;
  - Maintain ISHR's website;• Produce templates for publications and marketing materials;
  - Design graphics and images for social media and advocacy campaigns;
  - Assist in the planning, coordination, and management of events at the UN;
  - Promote upcoming events;
  - Design posters and flyers as needed;
  - Database management;

- Administrative support to the communications team;
- Translation and proofreading, if applicable;

### **Training and Opportunities:**

- Staff meetings which include presentations from ISHR staff members on current activities and their own experiences;
- Opportunities to interact and network with human rights defenders, diplomats or other UN and NGO professionals both at the United Nations and at ISHR office during meetings;
- Practical sessions and guidance in monitoring and writing reports for various UN mechanisms;
- Individual supervision and mentoring.

### **Requirements**

To be considered, applicants should:

- Be a student or recent graduate studying communications, international relations, law, international human rights, or related studies. Graduate students are preferred. Highly qualified upper-level undergraduates will be considered for summer internships;
- Be motivated to pursue a career in human rights and have a particular interest in the UN human rights system, regional human rights systems and mechanism, and/or human rights defenders;
- Be able to report thoroughly and accurately on meetings;
- Be flexible and self-motivated;
- Be able to work as a member of an international and multicultural team and willing to participate in a variety of tasks, as required;
- Have excellent written and oral communication skills in English. Knowledge of official UN languages, especially Spanish and French, is desirable;
- Strong visual communications skills.

### **Salary**

This is an unpaid internship. ISHR is willing to assist with applications for funding made by applicants.

### **To Apply**

Please submit a cover letter, resume, and writing sample (including a bibliography) by email to [internshipny@ishr.ch](mailto:internshipny@ishr.ch) by 28 February 2020.

Please note that we can only consider the applications of US citizens or holders of US permits.