



Terms of Reference Intern/ Volunteer

Post Title: Education Intern/Volunteer – unpaid

Post Level: Internship/Volunteer

Org Unit: UN Alliance of Civilizations

Duty Station: New York, NY

Duration: 2- 4 months

Closing Date: 14 October 2011

Background

The Alliance of Civilizations launched by the Office of the Secretary-General of the United Nations and co-sponsored by the Governments of Spain and Turkey, responds to a broad consensus across nations, cultures and religions that all societies are interdependent, bound together in their development and security. The Alliance seeks to forge collective political will and to mobilize concerted action at the institutional and civil society levels to overcome the prejudice, misperceptions and polarization that militate against such a consensus. The Alliance hopes to contribute to a coalescing global movement which, reflecting the will of the vast majority of people, rejects extremism in any society.

Responsibilities

The intern will work under the direct, overall supervision of the UNAOC Research and Education Manager. Specific intern responsibilities include, but are not limited to:

Education about Religions and Beliefs (ERB) component:

- Monitor news relevant to ERB and add relevant items to database.
- Research material for clearinghouse relevant to teaching about/education about religions and beliefs, interfaith dialogue, and the positive role of religion on peace and development.
- Research Potential partners for ERB clearinghouse and write brief descriptions and rationale for inclusion, along with contact details.
- Assist with organization and logistics of related events

Education/Research component:

- Monitor sites of Research Network partners for news (conferences, publications, etc.) that would be relevant to AoC themes and send news (in Word format, with specific links to news items)
- Monitor funding opportunities and workshops from various organizations that would be of use to Research Network partners.
- Conduct other research on politics, religion, migration, and media on an as-needed basis. Research on cultural dimensions of conflicts of list (attached) with half page descriptions of role of religious/ethnic/linguistic factors – real or perceived – in the conflict.

- Conduct research on faculty in the areas of AoC interest to yield a diverse group of experts for Communities of Knowledge/GEF.
- Conduct research on organizations and produce statistics on the flow of faculty and students in international exchanges.
- Conduct research on other institutions that approach AoC for partnerships on an ad-hoc basis.
- Assist with other communication and logistical needs for the education department, particularly in reference to the 2011 December Doha Forum.

Media Literacy Education and PLURAL+:

- Assist with the organization and other logistical details for the 2011 PLURAL + Award Ceremony
- Assist with the launching of PLURAL+ 2012
- Assist with the distribution of PLURAL+ 2011 Program
- Assist with updates of PLURAL+ website
- Communicate with PLURAL + partners and participants;
- Support, review and coordinate uploading of new content on MLE Clearinghouse
- Support communication with related initiatives and partners
- Assist with MLE Forum session(s)
- Assist with communication with partners of the UNESCO UNITWIN UNAOC University Network on Media and Information Literacy and Intercultural Dialogue (UAC-MILID)
- Assist with logistical details of UAC-MILID’s activities (conferences, publications, etc.)

Skills and Qualifications

- Currently enrolled in an advanced university degree program (i.e. master’s degree or equivalent) or have graduated in the last 3 months with such a degree.
- 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 Microsoft Office Suite.
- Previous experience with content management systems, 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/whoweneed/Pages/Employmentoverview.aspx>) via e-mail to <dilon@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/uni).

Current / Last position title:

UNAOC reserve 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. You may use formatted email.

Additional Considerations

- Multiple positions are available throughout 2011-2012. We would like to have the first intern commence in November.
- 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 insurance coverage, travel and accommodation.
- Interns and volunteers are responsible for arranging their own travel and securing any necessary visas.