

Intern's Mission

The intern will have for mission to introduce various representatives (members of the HRC, Permanent delegations, NGOs, Civil society...) to Heart's Home's perspective on human rights, by reporting our volunteers' experience, who have been on the field for 20 years.

Daily life in the Geneva Heart's Home (Point-Coeur), among permanent volunteers, greatly contributes to adequately reporting such an experience. All of our previous interns have noted that life within the community has enriched their work as well as their personal life.

1. Work with the UN and NGOs

- Following the sessions of the various bodies of the ECOSOC, related to human rights, as a "special" representative and participating in the meetings related to such sessions.
- Writing of reports and minutes on a regular basis
- Knowledge and broadcast of the economic and social situations of the various countries where Heart's Home is active and synthesis of these situations in order to use information compiled in the advocacy work at the UN.
- Mediate between Heart's Home contact persons on the field and the UN
- Research and deepen existing partnerships with other NGOs, based on common field experience and Heart's Home specificities.

- Proposals to other NGOs of common action at the UN
- Explore and consolidate relations with permanent missions
- Maintenance of the contact database
- Organising events in parallel of our work at the UN in order to broadcast Heart's Home mission and its message: conferences, cultural events (photo exhibition, cine-conference...), colloquiums on human rights....

2. Within Heart's Home: Administration- Communication- Fundraising

- Reception, Contact, Information, Orientation
- Following activities of the various Heart's Homes around the world
- Creating an images and texts database of Heart's Home mission and its volunteers, adapted to the UN work.
- Regular briefing to the president of Heart's Home UN office and to the UN
- Participation to the drafting of the annual activity report presented at the GA
- Fundraising for all UN-related activities
- Broadcast in the media: articles writing, participation to radio shows, coverage of UN-related activities.

Candidate's profile:

- **Master I/II** in Political Science, Law or International Relations

Rigorous and autonomous, the intern will have to demonstrate his/ her capacity to adapt to the various missions and tasks that will be assigned to him/her. Good presentation and relational skills will be necessary in formal and informal work environments.

With an ability to work as part of a team, to listen and to take advice into account, the intern will have the responsibility to be a representative of the association in the relations established

In a spirit of making his/her work durable, the intern will have to organise the work in order for it to be used by following interns.

Skills required:

- French, English (fluent required), Spanish, Italian, German (would be an advantage)
- Computer skills: Word, Excel, Publisher, InDesign, SPIP

Internship:

- 6 to 12 months

Contact:

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