

## **Campaign and Research Assistant Vacancy Crisis Action**

- Unpaid internship (lunch and transport allowance provided)
- Full-time, 6 months (negotiable)
- Start date: Immediately
- Location: New York, NY

### **About Crisis Action**

Crisis Action is an international, non-profit organization which aims to help avert conflicts, prevent human rights abuses and ensure governments fulfill their obligations to protect civilians.

Crisis Action works behind the scenes to build coalitions of partners who are concerned with preventing or resolving conflict. Crisis Action operates in a flexible manner with partners choosing to engage in temporary 'opt-in' alliances on specific crises. Our work includes:

- Warning of emerging crises and prompting early responses
- Sharing information and analysis among partners
- Researching government policy
- Facilitating partner dialogue
- Negotiating joint policy platforms
- Coordinating agreed partner action plans
- Planning and executing joint campaigns
- Evaluating the effectiveness of joint responses to crises

Crisis Action has offices in Berlin, Brussels, Cairo, London, Nairobi, New York and Paris. More information is available at: [www.crisisaction.org](http://www.crisisaction.org)

### **Description of Internship:**

The Campaign and Research Assistant works with the New York Director and the Head of Advocacy in a small New York office. The work involves a range of duties including:

- researching particular conflict situations;
- liaising with leading international NGOs, the media, the UN and governments;
- coordinating work with Crisis Action's six other international offices;
- setting up, and taking minutes at, meetings with UN officials;
- monitoring international and UN news, including taking notes of UN briefings and Security Council meetings; and
- administrative work, such as setting up conference calls and maintaining contact lists and databases.

Current conflict priorities for Crisis Action in New York include Sudan and the Democratic Republic of Congo (DRC) (and emergencies as they arise such as Syria at the

moment). You will have the opportunity to learn about global conflicts and interact with high-level policy makers.

We are looking for interns who are available to work for six months full-time. We require interns to commit to work full-time for the whole period, as we feel this offers interns the best opportunity to immerse themselves in the organisation's work and gain the most valuable experience. The internship is unpaid, but travel expenses and a small lunch allowance will be paid.

**Requirements:**

The candidate must have excellent organizational skills, be a very good communicator with sound political judgment. He or she must be self-motivated, possess considerable initiative and be able to handle many tasks simultaneously. Excellent administrative and computer/technology skills and Microsoft Office proficiency are vital. He or she must be able to prioritize with minimal supervision and to work independently.

A degree in politics, international relations or a similar field and/or related experience is preferred. Fluency in oral and written English is necessary.

**Application instructions:**

Please email your resume and cover letter to [newyork1@crisisaction.org](mailto:newyork1@crisisaction.org) with "New York Internship" in the subject line. Applications will be accepted on a rolling basis. Shortlisted applicants will be contacted for an interview.