



## Universal Rights Group NYC Office Internship Vacancy Fall 2019

### **Universal Rights Group (URG) New York**

The Universal Rights Group (URG) is a policy think tank focused on the international human rights system and its impact on the ground. The URG has its main office in Geneva, Switzerland, and permanent offices in Bogota and New York City. URG is the only think tank in the world focused uniquely on international human rights policy. URG NYC coordinates with URG Geneva and has a program of work specific to human rights policymaking at the UN Secretariat and other NYC based institutions. It is based in the Ralph Bunche Institute at the CUNY Graduate Center. For more information, see [www.universal-rights.org/nyc/](http://www.universal-rights.org/nyc/).

### **Internship**

This internship aims to give the successful applicant the opportunity to conduct substantive research on international human rights issues, to become more familiar with the current debates in the field of human rights and the intricacies of the UN system, and to publish an article on the URG blog. The URG NYC intern will also gain skills and experience in substantive research, writing, grants, administrative support, event logistics, communications, social media, and monitoring of events and UN Committees. The internship offers a unique opportunity to work at the cutting edge of international human rights knowledge, research, and counsel.

### **Responsibilities**

The intern will support the work of URG NYC to implement projects that cover a range of institutional and thematic issues, including: facilitating human rights policy at the UN Secretariat (including an examination of human rights elements in UN reform processes), closing the information and policy gap between the Human Rights Council and UN Secretariat, and drafting research reports. In addition, URG New York will be responsible for developing analytical tools for States and stakeholders, that include monitoring and preparing resources on the UN General Assembly Third Committee.

Daily responsibilities may vary depending on the project, but would usually include some or all of the following:

- Substantive research on issues including human rights, UN reforms, transitional justice and prevention, as well as drafting of related policy briefs;
- Tracking UN Third Committee Resolutions, committee sessions, and voting records;
- Monitoring and tweeting on UN Third Committee Sessions and URG events;
- Assistance with event organization including a side event, policy dialogues;
- Assistance with identifying grants and preparing grant applications;
- Attending relevant UN meetings, preparing reports, updating and discussing outcomes;
- Assistance with communications, social media and website management;
- Will have the opportunity to draft and publish one or more blog articles on a topic of interest relevant to URG's work, that will be posted on the URG website and will be publicized through URG social media accounts.



## **Qualifications and Competences**

URG internships aim to provide current masters students or recent graduates from degree level university courses (ideally at Masters level) with a first professional experience in the world of international human rights policy. Applicants must have recently completed their degree (i.e. within the last two years) or be in the process of completing their degree (i.e. have the possibility of undertaking an internship as part of their degree). The degree should be in a relevant discipline such as human rights, international relations, international politics, or international law.

Applicants should have strong research and drafting skills; a keen interest in and knowledge of universal human rights, including UN human rights institutions, mechanisms and policy; and good organisational abilities (e.g. for event management).

## **Duration**

The Internship will be 4 days per week, from September 4, 2019 to December 20, 2019. There can be flexibility with regards to exact hours and days, particularly if the intern is currently completing a masters degree.

## **Conditions**

The intern will receive a monthly stipend of \$500.00. There may be opportunities for academic credit depending on the institution.

## **Location**

The internship is based at URG NYC office, located in the Ralph Bunche Institute in the CUNY Research Center at 365 5<sup>th</sup> Avenue.

## **Application Process**

Interested candidates are requested to submit their resume, motivation letter, and a 3-5 page writing sample to [newyork@universal-rights.org](mailto:newyork@universal-rights.org).