

## **UAF Seeking Advocacy Intern**

**About Us:** Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women's Human Rights (UAF) supports courageous women and transgender human rights defenders (WHRDs) around the world. Our model protects and advances all human rights for all women and LGBTI people, and invests in the resilience of social justice movements, including environmental, feminist, anti-corruption, land rights, youth, and LGBTI movements. Founded in 1997, Urgent Action Fund has grown from a single organization into a network of four independent Sister Funds that collectively support frontline women's rights activists around the world. UAF's work within this network centers on support for activists and social movements in Central Asia, the Middle East, Western and Eastern Europe, the South Caucasus, Turkey, Russia, Canada, and the United States.

**Position Description:** The Advocacy Intern will support the design and implementation of UAF's advocacy program and will work remotely with our Senior Advocacy Officer.

### **Core Responsibilities:**

- Work with the comms team to craft and post advocacy related social media content and engage constituencies
- Update advocacy related content on UAF's website, including key areas of focus, recent activities, full list of sign-ons
- Facilitate grantee partners' direct engagement with relevant advocacy opportunities and campaigns
- Support planning, coordination, and communication around advocacy activities as needed, e.g. reprisals handbook development, donor briefings, advocacy meetings
- Attend events and meetings and support with note-taking, logistics, planning, coordination, and other tasks
- Support the development and implementation of UAF's advocacy assessment and strategy
- Review and summarize advocacy trends and recommendations from recent grants and publications
- Track inclusion of WHRD language in UN Special Procedures statements and reports, General Assembly and Human Rights Council resolutions, Commission on the Status of Women Agreed Conclusions, and other UN documents
- Assist in developing and organizing talking points/fact sheets/other advocacy materials
- Assist in developing efficient and streamlined tools to communicate information with grantees and advisors, and track and coordinate participation in UN advocacy activities
- Develop calendar/map UN advocacy opportunities and resources
- Support proposal development and research potential donors and calls for proposals

### **Qualifications/Requirements:**

- Passion for social justice and human rights, including women's rights and LGBTQI equality
- Intersectional feminist/gender analysis and human rights expertise

- Familiarity and demonstrated interest in the United Nations system, including experience gained as a result of academic study or experiential learning activities such as Model UN
- Strong oral, written, social media, and interpersonal communications skills
- Experience in event coordination
- Close attention to detail and excellent organizational skills
- Fluency in written and spoken English; ability to speak additional languages, especially Arabic, Russian, French, and/or other languages spoken in the regions we focus on a plus
- Detailed knowledge of and demonstrated proficiency in Microsoft Office and Google applications, including Word, Excel, PowerPoint and Google Drive, Sheets, Docs, and Slides.
- Comfortable working across cultures and time zones

**Job Specifics & Work Environment:**

This position requires 16 hours max per week paying \$20/hour. The duration of the internship is for 3 months (flexible). Urgent Action Fund is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

**How to Apply:** Please submit a cover letter, and resume to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org), with "Advocacy Internship" in the subject line. Cover letters may be addressed to the hiring manager: Nathalie Margi, Senior Advocacy Officer. The start and end dates of the internship are flexible over the spring/summer 2022. No phone calls please.