

**POSITION:** Membership Engagement & Outreach Intern

**LOCATION:** Remote

**STARTING DATE:** 15 February 2021

**DEADLINE FOR APPLICATIONS:** 31 January 2021

### **ABOUT WFM/IGP**

The World Federalist Movement/Institute for Global Policy (WFM/IGP), founded in 1947, is a non-profit, non-partisan organization that campaigns for the establishment of domestic, regional and international laws, policies, and institutions that can effectively address violent conflict, mass atrocities, pandemics, climate change, and other major transnational challenges. The organization establishes and uses coalitions and networks to amplify the voices and impact of civil society and is the International Secretariat of the World Federalist Movement, the Coalition for the International Criminal Court (CICC), and the International Coalition for the Responsibility to Protect (ICRtoP) Programs. WFM/IGP has consultative status at the United Nations, is a New York registered 501(c)(3) non-profit entity and is a Stichting in the Netherlands. For more information about WFM/IGP, please visit our website at [www.wfm-igp.org](http://www.wfm-igp.org).

### **THE INTERNSHIP**

WFM/IGP is looking for an ambitious, energetic, and motivated student or recent graduate interested in developing their communications and profile. The Membership Engagement and Outreach Intern will provide a unique and exciting opportunity to engage with our network of member organizations that expand around the globe. This internship will give the successful candidate a chance to increase their communications skills. The internship will be conducted remotely for 3–6 months with a monthly allowance of 150 Euros. While the internship will be conducted remotely, the selected candidate will report to supervisors based in Europe and New York.

The intern will help us increase membership acquisition and deliver a proposition that will bring an added value to our membership base around the globe. Therefore, we are seeking a person who can collaborate with the Development Team to develop digitally interactive activities and social media campaigns that assist in cultivating better relations with our current members as well as increasing and diversifying our membership base.

This internship will provide the successful candidate with on-the-job training in membership development and outreach, communication, and fundraising within a global non-profit, non-governmental organization. The successful candidate will be given the opportunity to:

- Gain valuable experience in the non-profit sector;
- Gain skills in using data analytics through online platforms to build and cultivate membership development;
- Gain effective team working skills;
- Gain strategic communication experience with particular emphasis on climate change, international justice, atrocity prevention, and their relationship with the Sustainable Development Goals ;
- Build and expand his/her/their professional network;
- Work in a multicultural and dynamic environment; and
- Improve critical thinking and problem-solving skills.

The Membership Engagement and Outreach Intern will assist the Development Team, along with other staff as relevant with a variety of tasks, including, but not limited to:

- Developing creative and compelling social media campaigns to increase member enrollment;
- Creating a new member on-boarding and orientation schedule of activities;
- Creating a best practices manual for collecting data using social media and other communication platforms to engage and interact with members;
- Maintaining website content for membership updates and information;
- Maintaining membership databases to make sure all member information is updated and accurate;
- Developing and implement a membership feedback process; and
- Assisting in developing and implementing e-blasts and online campaigns.

#### **QUALIFICATIONS AND EXPERIENCE**

- Graduate or undergraduate student, preferably working towards a degree in Communications, International Relations, Political Science, Human Rights, or related field;
- Excellent research skills;
- Familiarity with basic data analysis methods;
- Fluency in English and excellent English-language writing and editing skills are required;
- Excellent organizational and administrative skills;
- Experience in membership would be an asset;
- Effective and flexible team player with the ability to work in a multicultural environment; and
- Available on a full-time basis for a minimum of three months.

#### **REMUNERATION**

WFM/IGP will provide a monthly allowance of 150 Euros. We recommend all prospective candidates seek financial assistance from their academic institutions or seek outside fellowships, grants, and personal resources.

#### **APPLICATION PROCEDURE**

Please apply by **31 January 2021** by sending a cover letter and CV via email to Ms. Tannis Williamson at [williamson@wfm-igp.org](mailto:williamson@wfm-igp.org) with the subject header, “[First and last name] - Membership Engagement and Outreach Intern”.

Short-listed candidates will be invited for a Zoom interview. Due to the great number of applications, only short-listed candidates will be contacted.

NO phone inquiries please.

The WFM/IGP is an equal opportunity/affirmative action employer strongly committed to hiring and retaining diverse and internationally representative interns.