

UN Young Professionals Program

The UN Young Professionals Program (YPP) is currently seeking applicants. The YPP is an entry exam for young professionals to start a career in the United Nations Secretariat. Applicants must be under 32 and from an eligible country. For the 2017 cycle US citizens are eligible. For complete eligibility requirements and more on the program please visit our website: <http://bit.ly/2pvC5Kx>.

Regard,
Liam

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Aspen Institute Position Opening

Internships and Fellowships

Summer Internship- FSP

Washington, DC- Pamela Hall

Intern- Communications and Society

Washington, DC- Tricia Kelly

Intern- CNAY

Washington, DC- Josie Raphaelito

Operations Associate - Urgent Action

About Us: Urgent Action Fund supports some of the most courageous frontline activists in the world -- those who take a stand to advance the human rights of women, girls, and trans* people. It builds resilience in the social movements they lead by increasing the capacity of activists and movements to persevere under threat, and, to be nimble and to seize upon quickly unfolding moments of opportunity to change law, policy and public opinion. Founded in 1997, Urgent Action Fund pioneered the practice of rapid response grantmaking and continues to provide support to activists within 24-72 hours. Following the launch of Urgent Action Fund-Africa and Urgent Action Fund-Latin America, Urgent Action Fund now works as part of this unique network of sister funds, with a focus on support to Asia, the Middle East, Europe and North America. It is on a growth trajectory with a budget of \$3 million and a passionate, collegial, and dedicated team of ten employees in New York and California.

Position Description: The Operations Associate works closely with the staff and consultants (financial management consultant, IT specialist) to provide administrative services and ensure seamless UAF daily operations. The Operations Associate reports to the Finance & HR Manager.

Responsibilities:

Office Administration:

- Manage vendor accounts including insurance brokers and providers, credit card companies, and state government departments for necessary paperwork
- Organize, maintain, and manage all agency files and archives, including 2 off-site storage facilities
- Procure office supplies, equipment, software, hardware
- Maintain office equipment
- Act as liaison with property management, track requests and communication
- Work with technical support to update hardware/software and resolve IT issues
- Provide administrative support to Executive Director and other staff as assigned
- Oversee access to office, meeting space, mailbox, and storage units
- Oversee organizational calendar, including staff meetings and retreats, and tracking staff travel

Finance:

- Ensure timely submission and accurate coding and documentation for all staff expenses, including credit cards
- Assist with coordination of travel for staff and board members
- Make bank deposits
- Maintain cash receipts log, following all internal controls

Human Resources:

- Assist with assigned human resource functions
 - o Orient new employees to office systems and procedures
 - o Provide updates to Employee Orientation Manual
 - o Assist with benefits administration
 - o Assist with staff performance review processes
 - o Backup HR Manager for payroll processing

Board and Executive Director:

- Provide administrative support to Executive Director, including expense reporting and travel
- Coordinate logistical preparation for semi-annual board meetings
- Compile and format semi-annual board book
- Provide administrative and logistical support for any other board travel or meetings

Fundraising & Programs:

- Provide administrative support to fundraising efforts, including organizational mailings (securing postage, materials, and managing logistics)
- Assist with logistics and staffing of fundraising and US-based program events

Qualifications/Requirements:

- Two years of professional administrative and/or office management experience
- Excellent and proven organizational, administrative and planning skills
- Proven ability to work independently as well as part of a team in a collaborative environment
- Demonstrated ability to prioritize tasks and manage multiple deadlines
- Demonstrated ability to be detail-oriented
- Demonstrated ability to maintain confidentiality on matters related to human resources, fundraising and finance
- Flexibility and ability to work within a dynamic and fast-paced environment
- Candidates must possess excellent computer skills, including comfort and proficiency in working with databases, Microsoft Office, internet, and email applications
- Demonstrated respect and appreciation for diverse communities
- Commitment to the mission of Urgent Action Fund

Job Specifics & Work Environment:

This position is full time (40 hours per week) and is non-exempt. Position pay range is \$20 to \$24 per hour depending on qualifications and experience and includes a strong benefits package. Position location is Preservation Park in Oakland, California. Urgent Action Fund's Oakland office is located on the second floor of an historic Victorian building.

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.

Authorization to work in the United States is required.

How To Apply: Please submit cover letter, and resume to employment@urgentactionfund.org, with "Operations Associate" in the subject line. The position is open until filled. Applicants must be eligible to work in the United States. Please submit a cover letter and resume to employment@urgentactionfund.org. Cover letters may be addressed to the hiring manager: Laura Smith, Finance and HR Manager.

Join the Student Leadership Team of AMP Global Youth

We're accepting applications for summer 2017 interns and volunteers! We amplify the story, voice, and power of global youth. Through training programs, blogging, social media, a storytelling campaign and more, we're empowering the next generation of young global leaders. We believe that our generation has an immense amount of power and potential to change the playing field at every level.

Founded as Americans for Informed Democracy in 2002, this year we've rebranded as AMP Global Youth. We're growing quickly, and need amazing team members to help us do all of this. Will you join us? Our work is organized into teams, focused on amplifying youth voice and building youth power around global issues. Teams include:

- The **Social Change/Training Team** supports our popular training programs: Global Scholar, Global Leader and monthly webinars/tweetchats. The team also creates resources, blog posts and graphics on a wide range of social change, leadership and communications topics.
- The **Campaigns Team** creates powerful content to build conversation and inspire change around global issues including food justice, security, funding for international development, climate change, and interfaith understanding.
- The **Blogging Team** leads conversations around the biggest global challenges facing youth through our active blog and social media. We're looking for both bloggers and editors.

- The **Social Media and Communications Team** covers a wide set of essential tasks for our community, ranging from outreach and marketing to partnerships to volunteers and social media.
- The **Teach Team** supports our growing online presence, in particular our website and social media platforms.

Skills and Qualifications Needed: Team members should be confident communicators and enthusiastic about leadership development, social change and advocacy. Team members must be available for either Thursday or Sunday evening calls (Eastern), and be independent, organized and self-directed. Applicants don't need experience having done this kind of work, but should be comfortable jumping in where needed. Team members get training and lots of ongoing support.

How To Apply

Please submit a resume and short statement explaining why you're interested in a position to opportunities@aidemocracy.org. Indicate which position and level you're interested in. Positions filled on a rolling basis.

Global Scholar Coordinator

Americans for Informed Democracy/AMP Global Youth is seeking a Coordinator for Global Scholar, our groundbreaking and intensive two-week academic enrichment program that offers rising high school juniors and seniors the chance to sharpen their understanding of international affairs and leadership skills in a university setting. Find out more at www.globalscholar.org.

The Coordinator will provide program and logistical support during the July 2017 session. He/she will support the curriculum, students, and logistics of the program. The ideal candidate will also be able to facilitate occasional sessions on global issues like poverty and climate change, as well as skill building workshops. (Note: outside speakers and experts will present material during these sessions.)

This is an intensive but fun experience for an individual interested in global affairs and youth leadership. Successful candidates will have experience with leading residential trips/programs, as well as with the content of the Global Scholar program.

Responsibilities include:

- Overseeing logistics of two two-week sessions for high school students, including transportation, meals, housing, field trips and more. Facilitating learning and ensuring program objectives are met. Although other staff and speakers will provide content, the Coordinator should make connections between issues, facilitate conversation, etc.
- Serving as friend/parent/counsel for high school students who may be traveling away from home and family for the first time.
- Ensuring participants are following all safety and behavioral guidelines.
- Ensuring Global Scholar agreement with facilities is upheld at all times, including housing, meals, and classrooms.
- Ensuring that workshop speakers have all necessary information, and that room and equipment are in place, etc.

Skills and Qualifications Needed:

- Experience overseeing groups, trips, camps, conferences or equivalent of young people, for example as a camp counselor, RA, etc.
- Significant experience handling event logistics, including speakers, meals, and facilities.
- Enough experience with global issues and advocacy to lead group discussions on these topics.
- Excellent personal and communications skills.
- Excellent attention to detail.

Hours, Pay and Benefits: This is a one-time, contract position for the month of July. The Coordinator will contribute 2-3 days before and after the program to finalize program details and wrap up evaluations (days are flexible). The Coordinator will live in university housing with Global Scholar participants. Meals will be provided. Salary will depend on hours worked and experience.

Americans for Informed Democracy / AMP Global Youth is a national student organization that amplifies

the story, voice, and power of global youth. Find out more at www.ampglobalyouth.org and/or www.globalscholar.org

To Apply:

Please send a resume and cover letter to opportunities@aidemocracy.org with #GlobalScholar2017 in the subject line. Applications accepted on a rolling basis. Successful applicants will be asked to complete a background check.

Project Coordinator: intercultural exchange

We amplify the story, voice, and power of global youth. Through training programs, blogging, social media and more, we're empowering the next generation of young global leaders. We believe that our generation has an immense amount of power and potential to change the playing field at every level.

We are an entirely virtual, volunteer community. All of our work is done by youth based across the country and working on volunteer teams.

Founded as Americans for Informed Democracy in 2002, this year we rebranded as AMP Global Youth. We're growing quickly, and need amazing team members to help us do all of this. Will you join us?

The Project Coordinator supports our partnership in a groundbreaking virtual exchange program, connecting youth in the US and the Middle East. This is a great opportunity for anyone with an interest in youth development, nonprofit management, exchange programs, virtual programs, intercultural programs, social marketing, education and more.

Responsibilities include:

- **STUDENT OUTREACH:** Strengthening our relationship with alumni, volunteers and partners within our community, with an interest in cultivating them as champions of the game. We've engaged well over 100,000 students through our programs, and your role will involve connecting and deepening our relationships with these individuals.
- **TEAM BUILDING:** Leading a group of regional Fellows, tasked with on-the-ground outreach for the game. You will help them develop and implement work plans, track progress, build skills, and achieve goals.
- **SCHOOL OUTREACH:** Identifying, connecting with and cultivating contacts at high schools, colleges and community organizations across the US. You'll represent the experience and our organization to large numbers of diverse partners.
- **CONTENT DEVELOPMENT:** Creating fun and impactful promotional content for social media, print media, emails and more. You'll need to be creative and break through the noise to reach faculty, administrators and students about this opportunity.
- **CONTRIBUTING** to program development, and collecting / synthesizing player feedback throughout the process. The exchange program is innovative and unique, and you'll be a valuable member of the team making sure it succeeds.

Skills and Qualifications Needed:

- Experience with youth activism at the high school or college level.
- Excellent written and verbal communications skills.
- Excellent attention to detail. The Coordinator will be required to track large volumes of communication in an effective and efficient manner.
- Tenacity, patience and a sense of humor.
- Strong social media skills.
- Organized and able to work in a virtual environment with minimal supervision.

This is a part-time, six-month contract position (15-20 hours/week). Salary is consistent with an entry level nonprofit/campaign position. Applicants must be able to start immediately.

To Apply:

Please submit a resume and statement of interest to opportunities@aidemocracy.org. Only applications that include the hashtag #YouthPower in the subject line will be considered.

Department of Energy Office of Energy Efficiency, International Program - 2017 SVIP Summer Intern Position

The Office of Energy Efficiency and Renewable Energy's (EERE) International Program seeks a part or full-time summer intern for the period of Mid-May to August. The internship is located at the U.S. Department of Energy's headquarters in Washington, D.C.

EERE International works with U.S. trade promotion agencies, multi-lateral organizations, national laboratories, academia, and foreign governments to catalyze the development of targeted international markets for U.S. clean energy solutions and to advance U.S. clean energy R&D by leveraging international investments and expertise. More information is available at <http://energy.gov/eere/about-us/international-team>.

Duties & Responsibilities of the Intern

- Prepare briefing memos on energy policy and investment climate in select countries, and analyze renewable energy and energy efficiency deployment opportunities
- Document, update and organize project materials to increase project management efficiency
- Coordinate meetings and engage interagency colleagues and private sector partners
- Provide logistical support and assist staff in preparation for meetings with foreign government officials and major bilateral and multi-lateral events
- Conduct background research and stakeholder analysis to support current or proposed projects and initiatives
- Draft content on program successes for online and social media and contribute to communication strategies and roll out of project deliverables

Necessary Skills:

- Ability to work in a team environment, as well as independently on specific tasks
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Ability to produce quality work under quick deadlines

Desirable, but not required:

- Language skills in Mandarin and/or a Romance Language
- Proficient Excel and Adobe skills
- Experience assisting in organizing large events
- Experience working with foreign stakeholders

Eligibility:

- Enrolled no less than half-time in an undergraduate or master's-level program at an accredited school, or recent graduate.
- U.S. citizenship

How to Apply

Apply online to the EERE Student Volunteer Internship Program (SVIP):

<https://www.energy.gov/eere/about-us/eere-student-volunteer-internship-program-svip>

In the application, choose Washington, D.C. location. Under Areas of Interest check "other" and under Job Announcement Title, write "International Program intern posting."

Apply to be a 2018 NLC Fellow!

We're excited to share that you can be one of the first to apply to the next NLC Institute!

The NLC Institute is the leading training program for progressive young professionals. NLC Fellows are equipped with the skills to run for office, manage campaigns, launch a business or start a nonprofit. From strategic communications to fundraising, entrepreneurship to coalition management, NLC Fellows master all the skills needed to lead the next generation.

[APPLY NOW TO BE A 2018 NLC FELLOW!](#)

We're excited to accept applications for NLC Institutes all across the country. The next class of progressive leaders will join 4,000 alumni from 48 chapters, continuing to build a community of the most impressive young leaders the progressive movement has ever seen.

Sincerely,
New Leaders Council
<http://www.newleaderscouncil.org>
/

APSIA Diversity Forum 2017 - Student and Young Professionals Workshop

July 15, 2017

9:00am - 3:30pm ET
Washington DC

On behalf of the Association of Professional Schools of International Affairs (APSIA), I invite you to participate in a **special workshop for students and young professionals** on Saturday, July 15, 2017 in Washington DC.

We will explore how to :

- Channel interests into international careers,
- Build skills and competencies to be competitive in a global marketplace, and
- Prepare for and afford graduate school.

The workshop will also feature a keynote address and many opportunities for networking.

Register today:

- [Rising Sophomores/Juniors - Register Here](#)
- [Rising Seniors / Recent Graduates - Register Here](#)

Registration is first come, first serve. Space is extremely limited. To secure your spot, please follow all of the registration instructions.

This event was made possible by many generous investors, including [D3 Systems](#), [Open Society Foundations](#), [Penn State University School of International Affairs](#), [Texas A&M Bush School of Government and Public Service](#), and the [University of Southern California Master of Public Diplomacy Program](#).

*Created in 1989, the Association of Professional Schools of International Affairs brings together the leading graduate schools around the world which specialize in international affairs. APSIA's Diversity Forum series seeks to inspire young professionals – and those who influence their understanding of the world – to seek out the field of international affairs. **Learn more at www.apsia.org.***