

JOB DESCRIPTION

Basic Information

Job title	Institutional Relations Intern
Department	Outreach and Development
Category	Intern
Reports to	Outreach and Governance Assistant
Based on	WLA-CdM Secretariat in Madrid, Spain
Office space	Access to computer and office facilities (due to the pandemic office space is restricted and the intern will be working from home)
Length	4 months (flexible)
Period	From 1 st February 2021 onwards (flexible)

Organizational Context

The [World Leadership Alliance-Club de Madrid](http://www.clubmadrid.org) (WLA-CdM) is the largest, worldwide assembly of political leaders working to strengthen democratic values, good governance and the well-being of citizens across the globe. As a non-profit, non-partisan, international organization, its network is composed of more than 100 democratic former presidents and prime ministers from over 70 countries, together with a global body of advisors and experts practitioners, who offer their voice and agency on a pro bono basis, to today's political, civil society leaders and policymakers. The WLA-CdM responds to a growing demand for trusted advice in addressing the challenges involved in achieving 'democracy that delivers', building bridges, bringing down silos and promoting dialogue for the design of better policies for all. This alliance represents an independent effort towards sustainable development, inclusion and peace, not bound by the interest or pressures of institutions and governments, by providing the experience, access and convening power of its Members.

Objectives

The intern's main role will be to assist in the implementation of the outreach and advocacy strategies of WLA-CdM, under the overall supervision of the Outreach team, working also in direct collaboration with other colleagues in the Communication Unit. Additionally, the intern will support efforts directed at Members' engagement.

It is expected that the successful applicant will increase understanding of WLA-CdM's work in a context of global leadership systems and organizations, and the pursue of democratic values. The intern will work as a team member in a multicultural setting, participate in meetings and meet with WLA-CdM's staff, and expand her/his/their exposure to outreach & advocacy planning and implementation.

Main Functions

- Support the research and identification of potential partners or like-minded organizations;
- Create/draft related institutional relations and advocacy materials/pieces, and prepare briefing notes on strategic partners and potential collaborators;
- Assist in the preparation of talking points and reports internal and externally;
- Keep track of news pertaining to the Members and Advisors of the organization;
- Help with the maintenance and update of the WLA-CdM internal documents and tools
- Assist in the planning/organization of WLA-CdM events and activities;
- Other duties as the Unit may reasonably require.

Competencies

- International outlook and respect for diversity of culture, gender and nationality;
- Demonstrate consistency in upholding and promoting professional integrity and organizational values;
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Commitment to promoting democratic values;
- Strong interpersonal and communication skills;
- Capacity to communicate and present information in a concise and capturing way;
- Strong coordination skills and ability to work independently to deliver agreed results and meet deadlines;
- Excellent organizational, teamwork and problem-solving skills;
- Ability to manage multiple tasks effectively;
- Energy, enthusiasm and dedication.

Qualifications

- Bachelor's degree in Politics, International Relations, Sociology or related field (At least two years completed). Postgraduate studies will be an asset;
- Experience related to outreach, institutional relations or fundraising whether voluntary (such as campaigning) or in a professional environment will be an asset;
- Political awareness, interest in international relations/politics and the promotion of democracy;
- Experience in academic research and analysis preferred
- Basic IT skills and management of databases;
- Fluency in English, both oral and written, is required. Fluency in Spanish is strongly preferred

Interested applicants should share their CV and a cover letter on why they feel they are fit for the position to <http://www.clubmadrid.org/get-involved/#work-with-us> by **Sunday, 10th of January 2021, at 23:59 Madrid local time**. Only shortlisted applicants will be contacted. For further information please contact sdeagustin@clubmadrid.org
