INSTITUTIONAL RELATIONS INTERN

Description

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Institutional Relations Intern</th>
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<tbody>
<tr>
<td>DEPARTMENT</td>
<td>Outreach and Development</td>
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<tr>
<td>CATEGORY</td>
<td>Intern</td>
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<tr>
<td>REPORTS TO</td>
<td>Outreach and Governance Assistant</td>
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<tr>
<td>BASED IN</td>
<td>Remote</td>
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<tr>
<td>OFFICE SPACE</td>
<td>Due to the pandemic office space is restricted and the intern will be working from home</td>
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<tr>
<td>LENGTH</td>
<td>3 months (flexible)</td>
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<td>PERIOD</td>
<td>From 24th January 2022 onwards (flexible)</td>
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Organisational Context

Club de Madrid (CdM) is the world’s largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society.

This unique alliance stimulates dialogue, builds bridges and engages in advocacy efforts to strengthen public policies and effective leadership through recommendations that tackle challenges such as, inclusion, sustainable development and peace at the national and multilateral level.

Objectives

The intern’s main role will be to assist in the implementation of the outreach and advocacy strategies of Club de Madrid, 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 Club de Madrid’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 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 CdM internal documents and tools, including data-bases;
- Assist in the planning/organisation and content development of 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 organisational, 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.
Job Description IR intern

- Basic IT skills and management of databases;
- Fluency in English, both oral and written, is required. Fluency in Spanish is a plus.

Interested applicants should share their CV (two pages max.) and a cover letter on why they feel they are fit for the position to [http://www.clubmadrid.org/get-involved/#work-with-us](http://www.clubmadrid.org/get-involved/#work-with-us) by **Monday, 3rd of January 2022, at 23:59 Madrid local time**. Only shortlisted applicants will be contacted. For further information please contact sdeagustin@clubmadrid.org.