

Ban Ki-moon Centre for Global Citizens

Korean-Speaking Intern

Job Description and ToRs

Under the guidance of your designated supervisor(s) and the general supervision of the Chief Operating Officer (COO), the incumbent will serve as an intern over a 6-month period in support of the programmatic and communications work of the Ban Ki-moon Centre for Global Citizens

Who can apply:

This position is open to any current undergraduate, graduate or recent graduate student (within one-year of graduation) between 20-25 years of age. To be eligible, the individual must have the right to work in Austria at the time of application (valid working permit required).

We cannot provide working visas for interns at this time.

Organization:

The BKMC is a quasi-international organization in Austria, under the leadership of the co-chairs Ban Ki-moon and Heinz Fischer. It is working to empower women and youth in the framework of the Sustainable Development Goals (SDGs) and the Paris Climate Agreement.

Our goal is to create a world in which all people can thrive as global citizens.

The current BKMC team is a diverse and excellent group of dedicated young professionals from all over the world who share a passion for sustainability, youth and women empowerment and global citizenship.

When: October 2020 to February 2021

Where: Vienna, Austria

Terms of Reference:

- Support the overall programmatic work of the Centre
 - Assist with individual programs, including communicating with partners, writing articles, and gathering feedback as assigned
 - Engagement with different programmatic activities to document proceedings
- Support the overall communications and media work of the Centre
 - Assist in communication with Korean counterparts
 - Assist with social media account management
 - Assist with website maintenance
 - Support in documenting Co-chairs' activities, particularly Ban Ki-moon's activities represented in Korean media
- Perform general research tasks as needed
- Assist in internal and external events and meetings as required
- Support with overall office maintenance
- Any other duties that may be assigned by your supervisor, COO, or CEO

Skills and competencies:

- Fluency in both English and Korean required
- Knowledge of Microsoft Office and social media platforms required, WordPress an asset
- Ability to communicate clearly and to take initiative for tasks given required
- Ability and desire to work in a dynamic and international environment required
- Experience with office work and event organization highly desirable
- Prior knowledge about sustainable development highly desirable
- Interest in international cooperation, multilateralism, the UN system, sustainability, women's and youth empowerment
- Highly engaged and motivated team player

What we offer:

The internship is full-time (40hrs per week) and will take place at the Centre's Secretariat located in Vienna, Austria. We offer a monthly stipend of EUR 1000.00 net (after all taxes and deductions for social security).

The Centre is an equal opportunity employer. All employment decisions are made without regard for age, gender, race, religion, marital status, physical or mental disability, or sexual orientation.

Application:

- The candidate's application in English should include a curriculum vitae.
- The curriculum vitae should be accompanied by a concise motivation letter (max. 500 words), outlining the applicant's interest in the position, relevant experience (academic and non-academic), and how he/she would be an asset to the Centre's team.

All applications are due no later than 27 September 2020 and should be sent to recruitment@bankimooncentre.org with "BKMC Internship" in the subject line.

The candidates should be available to start work as of 15 October 2020.

Privacy notice for job applicants

By sending us your application, you consent to the processing of your personal data indicated in your application documents and related correspondence. Your application is treated strictly confidentially and in accordance with the General Data Protection Regulation (GDPR). Your personal data and application documents are only shared with the Ban Ki-Moon Centre's staff directly involved in the application process. In exceptional cases, recruitment processes include panel interviews which involve external members. If you are invited to such a panel interview, your application documents will also be shared with external panelists to allow them to prepare for the interview. The Ban Ki-Moon Centre will store your personal data and documents until six months after the application process has been completed, unless you consent to the Ban Ki-Moon Center keeping your application in evidence for future job openings.