



About WGGA

Women and Gender in Global Affairs (WGGA) is an interdisciplinary, international network of academic scholars and centers focused on human rights and gender in global affairs. Our goal is to foster the resilience of gender studies with a special emphasis on global affairs, develop stronger relationships across disciplinary and national partitions, provide a platform for information-sharing with respect to research and teaching, and, generally, promote common conversations that may lead to collaborative projects. WGGA is based at the Institute for the Study of Human Rights at Columbia University.

WGGA team seeks an intern to help work on its consolidation and expansion, to support its convenings and to assist in its research activities. As an intern you will work with the Director of the Institute for the Study of Human Rights and Director of the Gender and Public Policy Specialization at SIPA, who heads the project, and the WGGA Program Manager. This is a great introduction to the world of gender studies in academia. You will work on many aspects of institutional knowledge formation, assist with research and help promote educational collaboration.

About the Internship

This is an ideal position for someone with a background in gender studies, human rights, international relations, law, or international development who is looking to gain experience in work that is focused on gender, has a strong international component, and melds organizational and research activities.

Through this internship, we're hoping to provide a high caliber learning experience. With the completion of our internship program, you will take away many in-demand job skills. This position will also put you in contact with a wide array of gender scholars around the world, giving you a jump start on networking opportunities.

This is a 6-month, part-time (10-15 hours per week), paid work-study internship opportunity.

Primary Responsibilities:

1. Research and general support

The ideal candidate will be asked to multitask across several different but exciting projects. WGGA conducts webinars, organizes closed discussion groups, organizes trainings, and conducts research and literature reviews. Together with the team, the intern will prepare lists of invitees, develop concept notes and prepare background research on selected topics.

2. Communications and outreach

The WGGA intern will be responsible for managing WGGA's social media presence on Twitter and LinkedIn, preparing and sending the monthly digest to the network using Listserv and Mailchimp, continuously updating the list of the network members on Excel. The intern will also assist with reaching out to potential collaborators and members, drafting briefs and letters, researching new modes of exchange and interaction, designing surveys, seeking new grant opportunities, updating the web content, and other outreach related activities.

**Qualifications:**

- Current student at Columbia University working towards a degree in gender studies, human rights, journalism, or other related fields and residing in the United States
- Proactive and highly organized with an aptitude for working in a high-paced, remote environment. This means being able to take on multiple projects, work independently, manage your time to meet deadlines
- Detail oriented, high sense of responsibility, and good team player
- Experience in the research and in gender studies and/or human rights
- Firm grasp of available tools and platforms in the social media space
- Strong planning, coordination, and effective communication skills
- Excellent writing skills (both long and short form)
- Programs and software: Google Workspace and Analytics, Excel, Adobe Illustrator/Photoshop, Canva, and other media editing applications
- Enthusiasm for the mission of WGGA Network.

Perks:

- Access to WGGA Network of gender scholars and activists
- Professional development and attendance of WGGA events
- Paid internship opportunity

A diverse and inclusive workplace where we learn from each other is an integral part of WGGA's mission. We actively welcome people of different backgrounds, experiences, abilities and perspectives. Join us and help us achieve our mission.

How to Apply:

Application deadline is Sunday, January 16, 2022, 11:59 pm ET. Please note that interviews with candidates will be conducted on a rolling basis as soon as candidates are identified.

Apply via website: <https://bit.ly/WGGAInternship>

Your application should include:

- A cover letter explaining your interest in this position and detailing your experience.
- A current resume or CV summarizing your related work experience and background.

If you are experiencing technical difficulties with your application submission, please email womenandgenderinglobalaffairs@gmail.com, including "WGGA Intern" in the subject line.

Selection Process:



WOMEN AND GENDER IN GLOBAL AFFAIRS

We kindly request candidates not to call or send inquiries by email to request information about the progress of your application. Only complete applications will be reviewed, and only shortlisted candidates will be contacted.