

## **Campaigns and Research Assistant 6-month Internship based in Paris (From December 2019/January 2020)**

**Location:** Paris  
**Role Type:** Internship  
**Duration:** 6 months  
**Allowance:** 1300 euros net  
**Reporting to:** France Director  
**Start Date:** 9 December 2019  
**Deadline:** 25 November 2019

Crisis Action ([crisisaction.org](http://crisisaction.org)) is an award-winning international organisation whose mission is to protect civilians in conflicts.

We work behind the scenes to create and support strategic coalitions to help avert conflicts and ensure the protection of civilians where conflict exists. We are lucky to work with some of the world's most effective civil society leaders, human rights, humanitarian, and policy organisations.

Current conflict priorities for Crisis Action include Yemen, Syria and South Sudan, though the organisation monitors other potential and actual conflicts and engages in shorter-term emergency response advocacy as well (including shorter-term campaigns over the past year on Venezuela, Sudan, Cameroon).

Crisis Action believes in giving an opportunity to young talent to gain and build their experience in this sector. It is for this reason the organisation designed an internship programme for most of our offices (Addis Ababa, Beirut, Brussels, Johannesburg, London, Nairobi, New York, Paris and Washington, D.C.) that gives young talent an opportunity to work together with professional teams who have years of experience. The programme is a learning opportunity for interns, whose work in support of staff is critical to our mission to prevent conflict and protect people.

**We are looking for a dedicated young graduate passionate about international relations to join the busy Paris office** as a Campaign & Research Assistant for a period of up to six months, starting in December 2019.

### **Tasks and responsibilities**

The intern will assist the Crisis Action team in Paris in all the following tasks:

- Monitoring national and international news on all conflicts relevant to Crisis Action;
- Following closely the position of the French government on all conflicts relevant to Crisis Action;
- Liaising with leading international NGOs, the media, and policymakers;
- Coordinating work with Crisis Action's seven other international offices;
- Setting up, and taking minutes at, meetings and calls with NGO partners and policymakers (mainly in English);
- Researching contacts, biographies, information;
- Playing a part in the definition and implementation of advocacy campaign strategies and activities;
- Translating internal and external communications (English/French);
- Organizing meetings and events; and assisting in any related follow-up work;
- Participating in the delivery of campaign activities as requested (logistics, contacts, emails, reporting, etc.) mainly for campaign activities for the Middle East and Africa;
- Supporting administrative tasks on request, including maintaining contact lists and databases.

### **Skills and profile**

- Degree in political science or international relations, war studies, human rights, conflict resolution, diplomacy or similar fields desirable;
- Fluency in both French and English
- Excellent communication skills (both written and spoken) as well as ability to draft/edit a variety of written reports in French and English;
- Ability to extract key information from meetings and readings, and translating them in comprehensive, succinct notes in short timeframes;
- Other personal qualities: dynamic, reliable, sense of initiative, team spirit, and committed;
- Excellent knowledge of Word, Excel and Outlook (Office 365);
- Knowledge of SharePoint and Salesforce contacts database would be a plus.
- Internship experience in an international NGO or other institutions and/or in advocacy and campaigns appreciated.

#### **Internship modalities**

- 6-month full time internship based in Paris (“stage conventionné”, 35h/week);
- Starting on 9 December 2019;
- Applicants must have a school / university internship agreement (“convention de stage”);
- Allowance: Equivalent to minimum wage
- 50% reimbursement of public transport “Navigo” pass as required by [French law](#)
- 2 days of leave per month.

**To apply:** please upload by 5pm GMT on Tuesday 21 Mai 2019 a CV and a cover letter in English, by following this link: [www.crisisaction.org/opportunities](http://www.crisisaction.org/opportunities)

Applications will be reviewed on a rolling basis with a deadline of Monday 25 November 2019. Shortlisted applicants will be contacted for interviews scheduled to take place in the week starting 25 November 2019. We regret that due to the volume of applications we cannot respond individually to each applicant.