



PERMANENT MISSION OF THE HOLY SEE GENEVA

A YEAR ON TEAM WITH THE HOLY SEE

Each year, the Mission aspires to be able to welcome 5-6 bright Catholic graduates to join us for a year of professional, spiritual and personal formation and growth for those who are interested to serve the Lord in the public sphere.

Overview

The internship program at the Permanent Observer Mission of the Holy See to the United Nations and other International Organizations in Geneva, provides the opportunity for bright, Catholic, college graduates or graduate students to gain invaluable experience assisting the work of the Holy See in its multilateral work, seeking to bring the light of Catholic Social Teaching to the debates of the international community

A year interning at the Mission is so much more than just a stepping stone into a career in diplomacy, law, politics or public life. Rather, it is a year immersed in a unique and holistic Catholic environment, aimed at nurturing the professional, spiritual and personal growth of each intern. Through the three programme pillars of professional experience, spiritual growth and community life; critical thinking, faith life, social responsibility, leadership skills and character are developed. It is our hope that interns leave here, go home and are able to more confidently witness to Christ in the public sphere and their future profession.

Programme Pillars

1. Professional experience

Interns attend a wide variety of meetings, conferences, debates, file reports to be sent to the Holy See's Dicasteries in the Vatican, assist in running the Mission's events, attend receptions and cultural events held by the Holy See and other Missions, and many other activities. During their time at the Mission they will be paired with an Attaché, who will oversee their work and professional growth during this year.

2. Spirituality

Interns attend prayer, Mass and other devotions linked to the Church's liturgical year throughout the year.

3. Community

Interns become part of the community of the Permanent Observer Mission of the Holy See in Geneva. Lunch is provided and shared daily as a whole team, there are moments of sharing and conviviality throughout the week, there are opportunities to socialise together and there is always something to celebrate, be it a birthday, graduation or something else. Community life has its ups and downs, yet it is essential for personal growth and lifelong friendships are often made following a year on team.

Placement Options

Interns commit to a varied year exploring the international political landscape and the Holy See's involvement in this sphere. This occurs primarily through their work placement and the Mission offers two streams which prospective interns may apply for:

Policy and Analysis Stream (5 places)

Intern plays a key role in supporting the delivery of the Holy See's priorities at the UN and other International Organisations

Communications and Marketing Stream (1 place)

Intern plays a key role in helping the Mission develop and maintain a strong online presence and ensuring the priorities and activities of the Mission are communicated as widely as possible,

Policy and Analysis Stream

Under the supervision of the DPR and their allocated Policy Expert, the Policy Intern will play a key role in supporting the delivery of the Holy See's priorities at the UN and other International Organizations in Geneva. They will do this primarily through attending and reporting on meetings, events and conferences hosted by UN agencies, other international organisations and NGOs. They will assist in the research and drafting of notes and briefings related to the portfolio and other issues. Analysis of reports. In addition, they will support with the logistical and administrative aspects of their respective portfolios and other aspects of the Mission, as required.

Interns are typically assigned to one of three areas:

- Disarmament and Humanitarian Affairs (including CD, ICRC, UNCHR, IOM)
- Human Rights and Health (UN Human Rights Council, WHO)
- Trade and Development (UNCTAD, WTO, WIPO, ILO).

While interns will develop a more detailed knowledge in one of these policy fields, they are expected to work across policy fields as and when the needs of the Mission require it.

Essential Qualifications and Experience

The internship program at the Permanent Observer Mission of the Holy See to the United Nations and other International Organizations in Geneva, provides the opportunity for bright, Catholic, college graduates or graduate students to gain invaluable experience assisting the work of the Holy See in its multilateral work, seeking to bring the light of Catholic Social Teaching to the debates of the international community

- Be a committed Catholic with a desire to bring the light of Catholic Social Teaching to the debates of the international community and a belief in the importance of the multilateralism.
- Interest in working in the fields of human rights, health, humanitarian affairs or trade and development within the multilateral system.
- Fluent written and spoken English (C1 level, minimum).
- Accurate and clear written communication skills. Previous experience in drafting and reporting.
- Very good computer skills (Microsoft Office Word, Outlook, Excel).
- Flexibility and adaptability, to work across varied workstreams and respond creatively to different content needs.
- Maturity and professionalism to work across different levels of seniority both within and outside of the Mission.
- Creative, team player, proactive, self-starter, strong organisation skills and excellent attention to detail.
- Master's degree in Human Rights, International Law, Diplomacy, International Relations, Political Science, Languages, or other relevant discipline

Communications and Marketing Stream

Under the supervision of the DPR/Attaché/Director of the Foundation, the Communications and Marketing role will focus mainly on the develop of digital content for the Mission and support the delivery of events and other activities of the Mission. The intern will be critical to helping the Mission develop and maintain a strong online presence in Geneva and ensuring the priorities and activities of the Mission are communicated as widely as possible.

This internship will comprise of the following elements:

Communications (60%)

Working under the supervision of an Attaché, the intern will:

- Support the development and delivery of the Mission's communication work, specifically through the creation, design, editing, scheduling and publishing of social media content in video, image, audio and text form across the Mission's various platforms.
- Covering internal and external events, including meetings at the UN that are of interest to the Mission, both in-person and virtually.
- Developing new social media campaigns in partnership with the Head of Mission/Supervising Attaché
- Supporting content curation of the Mission's website, including *inter alia* through writing news stories, scheduling statements, image collation etc.
- Supporting content development for other platforms such as press releases, blogs and newsletters.
- Keeping track of social media analytics, with a twice monthly report.

Events (20%)

Working under the supervision of an Officer of a Swiss Foundation which is closely associated with the Mission, the intern will:

- Develop digital media assets for the promotion of events or other activities of the Mission.
- Support the development and delivery of a holistic communications and marketing strategy for events or other key activities of the Mission.
- Provide logistical and administrative support for events.

Other (20%)

- Attend meetings and draft reports
- Any other tasks assigned by colleagues.

Essential Qualifications and Experience

- Be a committed Catholic with a strong belief in the importance of social communications in the mission of the Church and have a desire to communicate the love of Christ within the context of the international community in Geneva.
- Degree in communications, journalism, marketing, graphic design or another discipline with a communication component.
- Advanced image, video and audio editing skills (Canva, Illustrator, Capcut etc).
- Demonstrable experience of content creation for digital platforms
- Experience of social media management
- Excellent writing skills
- English to C1 level
- Skills in MS Office software tools
- Flexibility and adaptability, to work across varied workstreams and respond creatively to different content needs.
- Maturity and professionalism to work across different levels of seniority both within and outside of the Mission.
- Creative, team player, proactive, self-starter, strong organisation skills and keen attention to detail.
- Willingness to learn about communications in a diplomatic context