

## INSTITUTIONAL RELATIONS INTERN

### Description

<b>TITLE</b>	Institutional Relations Intern
<b>DEPARTMENT</b>	Outreach and Development
<b>MENTOR</b>	Outreach and Governance Officer
<b>BASED IN</b>	Madrid. Club de Madrid is working in a hybrid format. The intern will perform his/her internship remotely on Wednesdays and Fridays.
<b>LENGTH</b>	3 months (flexible)
<b>PERIOD</b>	From June 2022 onwards (flexible)

### 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.

CdM has in place an internship/volunteering programme with the objective of allowing those interested in supporting our activity to be part of the team during several months.

Interns and volunteers do not engage in a labor relationship with CdM, nor are they remunerated. CdM will compensate them for the expenses that they may incur during their stage with us.

The tasks assigned to them will take into consideration the non-remunerated nature of the collaboration. They will be focused on favouring the training and the personal and professional development of the intern/volunteer.

Each participant in the programme will have a mentor as focal point within the CdM staff.

### Objectives of the internship

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, also collaborating 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 be part of a multicultural team, 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;
- Under the supervision and guidance of CdM staff, 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;
- 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;
- Support the contributions of Club de Madrid to civil society coalitions, including the People's Vaccine Alliance or the Global Democracy Coalition;
- Other duties that may reasonably proposed.

### Competencies

- International outlook and respect for diversity of culture, gender and nationality;
- Demonstrate consistency in upholding and promoting professional integrity and organizational values;
- Capacity to communicate and present information in a concise and capturing way;
- Organisational, interpersonal and problem-solving skills;
- 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 will be an asset;
- Political awareness, interest in international relations/politics and the promotion of democracy;
- Experience in academic research and analysis preferred;
- 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 (one page) on why they feel they are fit for the position to <https://clubmadrid.org/club-de-madrid/career/> by **Sunday, 21<sup>st</sup> of May 2023, at 23:59 Madrid local time**. Only shortlisted applicants will be contacted. For further information please contact [sdeagustin@clubmadrid.org](mailto:sdeagustin@clubmadrid.org)