

## Vacancy Announcement (non-paid internship)

### ADMINISTRATIVE & EXTERNAL ENGAGEMENT INTERN

#### Focus: External Engagement & Network Support

(April 2026 to June/September 2026)

Child Rights Connect is looking for a full-time on-site External Engagement Coordination intern (preferably up to 36 hours per week) starting from 20<sup>th</sup> of April 2026 /earliest date to be convened) for a period between 3 and 6 months, renewable.

**\*\*PLEASE NOTE\*\*** To be considered for this internship, candidates must satisfy ALL of the following requirements:

- Be a Swiss citizen, EU/EFTA citizen, or already in possession of a Swiss/EU work permit;
- Be an enrolled University student (enrolled in either (a) the last year of an undergraduate/Bachelor programme; or (b) a graduate/Master's programme);
- The internship is part of the academic curriculum, necessary for obtaining the diploma and is validated by the awarding of academic credits (ECTS or equivalent);
- Be able to obtain an internship agreement with the enrolled University that allows you to work preferably up to 36 hours per week;
- This internship is part of an academic training program, a professional training program or a socio-professional integration program and must meet the [conditions](#) set by the Conseil de surveillance du marché de l'emploi (CSME).

#### *The organisation*

Child Rights Connect is the largest global network of child rights organisations, based in Geneva, Switzerland, reaching millions of children in around 185 countries and working to realise the rights of all children in all places through the UN human rights system. Child Rights Connect works to mainstream children's rights and a child rights-based approach throughout the broader UN human rights system. This includes monitoring human rights developments at the UN which may have an impact on children's rights and coordinating children's rights defenders around joint advocacy activities on key priority issues at the UN Human Rights Council. Our work also involves providing children's rights defenders, including children, with capacity-building and technical assistance to help them better promote, implement and monitor the CRC in their countries, through engaging with UN human rights mechanisms including the Committee on the Rights of the Child. You can find out more about our activities and strategic goals in our [Strategic Plan 2025-2029](#).

#### **JOB DESCRIPTION**

##### *Main responsibility*

The internship aims to support the work of the organisation and provide the intern with knowledge, experience and skills **relating in particular to membership coordination, communications, governance, and administrative and operational support, including the organization of key institutional events such as the annual General Assembly.**

## Main tasks

- Leading the planning, logistics, and organisation of Child Rights Connect's General Assembly, including liaison with members and preparation of meeting materials.
- Provide administrative and logistical support across the organisation, including scheduling, preparing meeting agendas and minutes, maintaining filing systems, and assisting with logistics before, during and after events.
- Assist in managing and strengthening the membership network, including regular communications with members, updating the member database, and supporting [Working Groups](#) and Taskforces.
- Assist the Finance Control Officer for financial administration tasks, including coordination for membership fees notifications and collection.
- Support the organisation's external communications, including drafting news pieces and updates for the website, managing social media channels, and contributing to the member newsletter.
- Assist with the maintenance and development of the website content (WordPress, ensuring it is up-to-date and accessible).
- Contribute to the preparation of Child Rights Connect's annual report, including drafting, editing, and coordinating inputs from across the team.
- Support outreach to civil society organisations and children through different communication channels in multiple languages and formats, including child-friendly materials.
- Participate in internal and external planning, coordination and (de)briefing meetings.
- Knowledge management support and other tasks, as necessary.

## CANDIDATE PROFILE

1. A first-level university degree in a relevant field (e.g. international human rights law, political science, international relations, business and administration, communications) is preferred or being in the final year of such studies.
2. Strong organisational skills and ability to prioritise multiple tasks.
3. Fluency in **English and strong competency in French**. Spanish or any other UN language is an asset.
4. Strong sense of responsibility and ability to work independently, while demonstrating initiative and professional conduct.
5. Good teamwork and communication skills.
6. Computer literacy including Microsoft office suite. **Experience with social media management, website content management (WordPress), and digital communications tools is a strong asset.**
7. Understanding of the international human rights framework and commitment to children's rights would be strong assets.

## CONDITIONS

### **This is a non-paid internship.**

This is an in-person Geneva-based internship. Flexible measures regarding working from home can be discussed with the supervisor.

## APPLICATION PROCESS

Please send a CV, a letter of motivation, along with a short writing sample by using this [application form](#).

*Please note that due to the high number of applications, we will not review incomplete applications, and only short-listed candidates will be contacted.*

**Deadline:** Applications must be submitted **by no later than midnight 10 April 2026 (CET time)**.

**Interviews:** Interviews will take place in the week of the 13<sup>th</sup> of April for a starting date on the 20<sup>th</sup> of April.