

PROGRAMME INTERN

(non-paid internship)

JOB DESCRIPTION

Focus: programmes and network support (November 2026 to April 2027)

Child Rights Connect is looking for **two full-time programme interns** (preferably up to 36 hours per week, less can be considered and agreed upon) starting in November 2026 **for a minimum of 3 months and up to 6 months**.

****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 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 (less can be considered and agreed upon);
- 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 organization

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's Secretariat and provide the intern with knowledge, experience and skills **relating to children's rights, in particular advocacy with the UN and child participation, as well as coordination of a network, office management and communications**.

Main tasks

Programmes' support

- Provide support to child participation and safeguarding activities.
- Provide support in undertaking advocacy with the UN, including supporting child participation activities.
- Assist in the provision of on-going technical assistance and capacity building to civil society organisations working on children's rights and child human rights defenders, in different regions.

- Attend CRC sessions and the pre-sessions of the Committee, take notes, and support producing outputs of the sessions and pre-session of the Committee to relevant stakeholders via the website, email, and social media.
- Support the outreach to civil society organisations and children through different communication channels (news pieces, webpage, newsletter, social media) in multiple languages and formats, including child-friendly materials.
- Undertake background research and assist with the preparation of internal and external documents, support the ongoing update of the resources and the knowledge management of the programme team.

Network and office support

- Assist with financial administration tasks, including coordination for membership fees notifications and collection.
- 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 with the maintenance and development of the website content (WordPress) ensuring it is up-to-date and accessible.
- Participate in internal and external planning, coordination and (de)briefing meetings.
- Knowledge management support, administrative 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) 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 or Spanish**.
4. Strong sense of responsibility and ability to work independently.
5. Good teamwork and communication skills.
6. Computer literacy including Microsoft office suite. Experience with social media, WordPress and Survey Monkey (or willingness to learn) is a plus.
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 a hybrid Geneva-based internship. Flexible measures regarding working remotely can be agreed upon.

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 4 October 2026 (CET time)**. We recommend early applications as candidates are reviewed on a rolling basis.

Interviews: Interviews will take place the week of 12th October.