

# VACANCY Internship

## Global Parliament of Mayors

1 April – 1 December 2019

*The Global Parliament of Mayors is offering a paid internship in The Hague, the Netherlands. Are you a student in your final year, preferably Masters student (International Relations, International Management, Political Science, Communications, Marketing, etc) with a particular interest in the following topics 'governance', 'city diplomacy', 'urban development strategies' and 'international city networks'? Would you like to gain experience in an international project environment with local governance from around the world and international organisations? Are you a native English speaker or possess high proficiency?*

*If you can find yourself in these questions, we would like to invite you to apply to the vacancy of an internship at the Secretary of the Global Parliament of Mayors (GPM) based in The Hague, the Netherlands.*

### Position internship

As intern you will support the GPM Secretary with the following tasks:

- Communication: Update management of website, social media channels and online content mainly Twitter and Facebook.
- Debate monitoring: The Virtual Platform, exclusive for GPM Mayors, is the central communication tool for discussions and decisions. You keep the debates active as moderator and facilitator.
- Development of project communication.
- Writing: Support in drafting, editing briefings, articles, and general web-entries.
- Support in the development of GPM's database.
- Preparation support of international events.
- Comfortable to be in close contact with international City Councils, international staff members, GPM mayors, experts, universities, GPM partners, think tanks and city networks.
- Other administrative tasks as required.

### Profile

- University Degree, preferably final Masters year or recent graduate.
- Strong communication skills, great writing and editing skills, as well as story-telling skills
- You can present flexibility in an international work environment.
- Confident to work both independent and in team relation, self-reliant and possessed well organised organisation skills.
- Proactive, assertive and enthusiastic work ethos.

- Candidates should have a natural affinity and sensitivity for administrative and political environments and a demonstrable interest in the global position of cities, particularly in regard to migration, urban security, sustainability, inclusion and health.
- Knowledge and experience with social media, content management of websites (preferable Word Press).
- Good MS Office-esp. Excel, Google docs skills.
- In order to be considered, applicants must be English native speakers, or must demonstrate equally proficient capabilities.
- Knowledge of a third language is considered an asset.

## **Who are we?**

The Global Parliament of Mayors (GPM) is a global network of mayors from all over the world. The GPM is a global city rights movement. Its members are mayors of cities and their metropolitan regions or agglomerations. Their proximity and pragmatism allow mayors to be true voices on behalf of their cities. The GPM is about local government, based on the city's right to self-government. The GPM promotes collective city decision-making across national borders, addressing critical challenges that face humankind and creating better outcomes for all. The GPM Secretariat is based in The Hague, the Netherlands. We aim to reach overall regional representation of mayors from all outskirts and aim to grow to a membership base of 1,000 cities by 2030, to become a recognised force in the 21<sup>st</sup> century for cities all over the world against international organisations.

## **Benefits**

- Duration: 6 months, 28-32 hours per week (4 days).
- Begin: preferably as soon as possible, at latest 1 May 2019.
- Salary: € 350 EUR/month based on 32-hour internship per week.
- Friendly and dynamic work environment.

## **How to apply**

- Send your resume and motivation letter to [gpm@denhaag.nl](mailto:gpm@denhaag.nl). Please include GPM Internship 2019 as subject line.
- Contact person: Caroline Schep, Executive Director GPM Secretariat, +31 6 22 01 63 23
- Deadline: 4 March 2019.

*Applications will be reviewed as they are received. The position is open to persons with a residence permit in the EU/the Netherlands. More information on the GPM:*

<https://globalparliamentofmayors.org/>