



<https://www.internshipscanada.online/job/imun-internships/>

IMUN Internships 2023 New Hiring

Description

IMUN is seeking highly motivated and dedicated interns to join our team. As an IMUN Intern, you will have the chance to gain invaluable experience in the field of international relations, event management, and youth development. This internship is a unique opportunity for individuals interested in learning about the workings of the United Nations, honing their research and communication skills, and contributing to the success of our conferences and programs.

Responsibilities

- **Research and Analysis:** Conduct research on global issues, international policies, and current events to support the development of conference topics and background guides.
- **Content Creation:** Assist in drafting and editing conference materials, including resolutions, reports, and newsletters.
- **Event Support:** Contribute to the planning and execution of IMUN conferences, including logistics, registration, and participant engagement.
- **Communication:** Engage with delegates, participants, and speakers to provide information and support before and during IMUN events.
- **Social Media and Marketing:** Assist in maintaining IMUN's online presence by creating content, managing social media accounts, and promoting our programs.
- **Team Collaboration:** Collaborate with the IMUN team to ensure the smooth functioning of the organization and provide support as needed.

Qualifications

- Currently enrolled in or recently graduated from a degree program in international relations, political science, global studies, or a related field.
- Strong research and analytical skills.
- Excellent written and verbal communication abilities.
- Highly organized, detail-oriented, and able to multitask effectively.
- Enthusiastic about international affairs and diplomacy.
- Proficiency in Microsoft Office and Google Workspace.
- Availability to work a flexible schedule, including occasional weekends during conferences.

Job Benefits

- Gain hands-on experience in the field of international relations.
- Work with a passionate and diverse team of individuals.
- Develop skills in research, event management, and communication.
- Network with international delegates, speakers, and professionals.
- Access to IMUN events and conferences.
- Receive a certificate of internship completion.

Contacts

Hiring organization

International Model United Nations

Employment Type

Intern

Duration of employment

3 Months

Industry

Education Administration Programs

Job Location

Vancouver, British Columbia, Canada, V6B, Vancouver, British Columbia, Canada

Working Hours

09

Date posted

April 9, 2024

Valid through

16.10.2026

1. **Prepare Your Application Materials:**
 - Update your resume to include your educational background, relevant coursework, work experience, and any other skills or qualifications that make you a strong candidate for the internship.
 - Write a compelling cover letter that highlights your interest in IMUN, your passion for international relations and diplomacy, and how your skills and experience align with the internship responsibilities.
2. **Compile Supporting Documents:**
 - Gather any additional documents that may be required, such as transcripts, recommendation letters, or writing samples. Review the specific requirements mentioned in the job posting to ensure you have all necessary materials.
3. **Review the Job Posting:**
 - Carefully review the job posting and the job description to understand the internship's responsibilities, qualifications, and expectations.
4. **Compose an Email/Application:**
 - Create a professional email to send your application materials. If the job posting provides a specific email address for applications, use that. If not, send your application to the general contact email for IMUN.
5. **Subject Line:**
 - Use a clear and concise subject line for your email, such as "Application for IMUN Internship – [Your Full Name]."
6. **Email Body:**
 - In the email body, briefly introduce yourself, express your interest in the IMUN Internship, and mention the position you are applying for. Be polite and professional in your tone.
7. **Attach Your Documents:**
 - Attach your resume, cover letter, and any other supporting documents to the email. Make sure they are in the format requested by IMUN (e.g., PDF, Word document).
8. **Proofread:**
 - Carefully proofread your email and attached documents for any spelling or grammatical errors.
9. **Send Your Application:**
 - Hit "Send" to submit your application to IMUN's designated email address.
10. **Follow-Up:**
 - If you don't receive a confirmation of receipt within a reasonable timeframe, consider sending a polite follow-up email to ensure your application was received. However, allow some time for the organization to process applications before doing so.