

CITYNET Secretariat Internship Program

What is CITYNET?

CITYNET, the Regional Network of Local Authorities for the Management of Human Settlements, is a network committed to helping local authorities improve the lives of citizens and promote urban sustainability. CITYNET focuses on confronting common urban challenges, such as transportation, housing, water services, sanitation, and solid waste management. With 130 members - consisting of 84 cities and other urban stakeholders - and 25 years of history, CITYNET is the largest network of its kind in the Asia Pacific region.

Who are CITYNET interns?

CITYNET interns are young international leaders of the highest caliber. We train, equip, and develop intern's skills through involvement across a spectrum of CITYNET programs. Our interns are welcomed as a part of our team and take part by shaping projects, sharing ideas, and taking on substantial work.

Undergraduate students (especially upperclassmen), graduate students, and recent college graduates majoring in public policy, urban policy, marketing, international relations, business management or related fields are encouraged to apply. Successful applicants will balance high-level research and database management proficiency with strong writing skills. Experience with Excel, Adobe Creative Suites, video production, database management, or HTML are preferred but not required.

What do interns do?

CITYNET offers the opportunity to work in a variety of fields, specifically, communications and marketing, development, partner outreach, event organization, and government relations. While we are looking for individuals who have focused experience and skills in one of these areas, interns will be expected to take part in a variety of tasks and work across departments.

Interns typically work 30-40 hours per week, providing research and administrative support to CITYNET's current projects and day-to-day office functions, depending on program needs and intern's availability. Please note that all positions are unpaid.

What do interns gain?

- Exposure to an international organization and network
- Experience handling complex database systems
- Work on interesting communications and events as part of an experienced team
- Monthly stipend to cover travel and lunch costs

Communications Intern Responsibilities:

- Maintain CITYNET member contact list
- Update social media channels with relevant content, including Twitter and Facebook
- Assist with producing publications, including graphic design and copyediting
- Film, edit, and produce short promotional videos
- Complete administrative tasks for the Partner Development team
- Assist with preparations for CITYNET General Council event
- Assist with other tasks as designated by the Partner Development and Program Directors

Database Intern Responsibilities:

- Create database of urbanization-focused organizations across the Asia Pacific
- Create city profiles of medium-to-large CITYNET member cities
- Complete administrative tasks for the Partner Development team
- Assist with preparations for CITYNET General Council event
- Assist with other tasks as designated by the Partner Development and Program Directors

Development Intern Responsibilities:

- Research and develop partnerships with organizations and cities
- Assist with grant proposal ideation and development
- Complete administrative tasks for the Partner Development team
- Assist with preparations for CITYNET General Council event
- Assist with other tasks as designated by the Partner Development and Program Directors

Qualifications:

- Bachelor's degree candidates (Master's preferred) majoring in public policy, urban policy, marketing, international relations, business management or related field
- Excellent spoken and written English
- Experience working with governments or international organizations preferred
- Database management and communications experience preferred
- Language ability in a CITYNET member native language preferred (Tagalog, Indonesian, Nepali, Tamil, Sinhala, Mandarin, Bengali, Hindi, Vietnamese, Thai, Khmer, Malay, Lao, Marati, Urdu, and Mongolian)

Timeline:

- Start Date: ASAP
- 30-40 hours/week
- Full-time, long-term commitment preferred
- Term: 3-6 months

To Apply:

Please send a cover letter, resume, and brief writing sample answering the questions below to Ms. JooHee Jung at citynet.recruitment@gmail.com. Please indicate your availability, position preferred, and possible start date in your cover letter. Please also discuss specifically why you are interested in an internship with CITYNET and highlight skills mentioned above.

In the brief writing sample, please answer (in your own words) the following questions:

- 1) Describe a time you have dealt with an international and/or multi-cultural work environment. How did you manage conflicts if they arose?
- 2) How would you communicate with a colleague who does not speak fluent English or your native language? How would you communicate essential information when under a time crunch?
- 3) If invited to join the CITYNET team, what would you like to focus on for the duration of your assignment? What specific projects would you wish to join?

Incomplete submissions will not be considered. Due to the high volume of applicants, only those selected for an interview will be contacted. No phone calls, please.