Volunteer / Internship JOB DESCRIPTION

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| **JobTitle:** | **Advocacy intern**  |
| **Department****Location** | AdvocacyPreferably one day in the office (Glebe, Sydney) with option to work from home the other day. We will consider remote applicants.  | Timeframe for role (approx) eg. short term/long term: | Minimum one day per week, two preferablePreferably 6-month commitment (but will consider 3 months and breaks over the holiday period are fine)  |
| **Agreed Day(s):** | Any day | **Agreed Hours:** | 8 to 16 hours per week |
| **Start Date:** | ASAP | **Reports To:** | Advocacy Manager |
| **OBJECTIVES**To provide research and administrative support to MSF Australia’s advocacy unit, with a focus on our migrant and refugee work.  |
| **Main tasks and responsibilities**MSF Australia is looking for a hard-working, dedicated student with a passion for humanitarian affairs to intern in our advocacy department. This will provide an excellent opportunity to learn about the advocacy operations of an international humanitarian organisation and to get hands-on experience in the non-profit sector, especially in advocacy.You will be working specifically on our refugee and migration portfolio and reporting to MSF Advocacy Manager. You work will include, but not limited to: * Research on advocacy targets and issues we’re working on
* News and social media monitoring
* Legal and policy research in Australia and regionally (but all conducted from Australia)
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| **Essential Skills*** A keen interest and knowledge in humanitarian affairs, refugees and migrants
* Advanced research skills (preferably both legal and policy)
* Degree and preferably Masters in relevant area, such as International Relations, Law, Human Rights, Humanitarian Response, etc.
* Detailed focus
* Highly organised
* Excellent written and oral communication skills
* Dedicated and passionate about these issues

**Desirable Skills*** Experience working on issues related to refugees and migrants
* Experience working in the Asia-Pacific region
* Previous advocacy experience
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| **Benefits of the role to the volunteer and for the organisation*** Practical work experience with internationally renowned humanitarian organisation
* Learn/ improve professional skills in advocacy and related areas
* Learn from experienced NGO professionals
* Assist MSF’s work via your contribution to the Sydney office advocacy team
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