

Entry-level position at the Museum for the United Nations – UN Live

The Museum for the United Nations – UN Live is looking for energetic, creative, and resourceful junior team member to support our interdisciplinary team working to drive action through culture, and in particular our Latin American programme. This is an entry-level position open to new graduates as well as graduate-level students who are required to undertake an internship as part of their academic studies.

Successful candidates will be part of a strong team of motivated professionals, with a diversity of educational backgrounds and nationalities and located in a growing number of locations around the world. This temporary position has been established with a view to enhancing young professionals, or recent graduates' practical knowledge in the areas of project management, public social engagement, cultural programming and global cooperation towards achieving the Sustainable Development Goals.

We are currently hiring for a temporary position of 10 months with a start date of 1 April 2021, and finish date of 25 February 2022. The role will work primarily, but not exclusively, on the project "Laudato Si': From Celebration to Action". A programme designed by UN Live based on the Laudato Si' encyclical and goals, that aims to recover a religious vision of ecological spirituality and to call Catholic communities to take ecological action. The project will be carried out in collaboration with the Conferencia Episcopal de Colombia and the Office of Justice, Peace and Integrity of Creation from the Order of Friars Minor (JPIC-OFM), amongst others.

Responsibilities

In this position you will engage with any or all of the following tasks:

- Writing strategic documents, contracts, reports and emails in English and Spanish
- Translating texts from English to Spanish and vice versa
- Participating actively in meetings in English and Spanish, contributing with ideas and taking minutes
- Using our internal communication platforms to keep the team informed about progress in the Latin American programme
- Preparing and coordinating meetings and workshops with partners
- Coordinating and managing events with local communities, including virtual meetings, Masses, community activities and more
- Managing information and processes
- Copywriting for social media including Instagram, Twitter and Facebook
- Project follow-up in terms of timelines, content, partners, data, evaluation, and budget
- Gathering data and preparing evaluation reports
- Partnership mapping, outreach and building partnerships database
- Ad hoc administrative and logistical tasks related to the Latin American programme
- Further tasks and responsibilities will be defined in collaboration with the selected candidate according to changing needs

Deliverables and deadlines will be determined in conference with the candidate on an ongoing basis.



Profile

The preferred candidate will possess the following attributes:

- Ability to take initiative and work independently
- A flexible, problem-solving and can-do attitude
- A passion to create a positive impact in the world, especially with regards to achieving the UN Sustainable Development Goals
- The commitment and determination to produce work at a consistently high quality
- A drive to learn quickly and be challenged with increasing levels of responsibility
- A fantastic team player, able to work effectively in an interdisciplinary and international workplace
- An understanding of and enthusiasm to work with the Catholic religion and its structures, communities, and organisations

Skills and experience required

The preferred candidate will:

- Be a graduate student, a recent graduate or have at least 5 years' experience
- Be fluent in Spanish and English (a TOEFL score of 100 or higher, or the equivalent in another standard English test is preferred)
- Be highly organised and diligent
- Have excellent writing skills in both Spanish and English
- Have proven experience in the management and execution of projects
- Be eager to tackle both clerical tasks and high-level responsibilities with energy
- Have an analytical mind, with experience in quantitative and qualitative research
- Be a social media native, able to creatively document and write about the project
- Have excellent interpersonal and communication skills, demonstrating respect for diversity of backgrounds and perspectives on life
- Have an educational background in the social sciences, economics, cultural management, engineering, or public administration with a project management focus



About the position

Duration: 10 months

Location: Bogotá, Colombia

Possibility for long-term engagement: Should there be a mutual wish on the parts of both candidate and Museum to continue working together, there is a possibility for to extend employment with the Museum post this temporary period.

Application process

Candidates are asked to submit an application in English as a combined PDF including:

1. Cover letter stating their motivation to undertake the position at the Museum
2. CV
3. Academic transcripts if you are a graduate student or recent graduate (please include your median GPA)
4. Candidates are also encouraged to provide 1-2 recommendation letters from recent employers, supervisors, or professors (can be in English or Spanish)

We ask that candidates please refrain from using a photo in their application.

All applications and inquiries about the position or the organisation should be sent via email to angela.puentes@museumfortheun.org. Please write 'Entry-level position Colombia' and your full name in the subject line. The deadline for submissions is 21 March 2021, but please note that we will be reviewing applications and inviting candidates for interviews on an ongoing basis.

The Museum for the United Nations – UN Live strives to create an inclusive working environment that welcomes everyone, no matter their background. We believe that our unique differences are what make our team stronger, and encourage everyone who fulfils the qualifications outlined above to apply.



About the Museum for the United Nations – UN Live

The Museum for the United Nations - UN Live, is an independent institution created to connect people everywhere to the work and values of the United Nations, by dramatically increasing the number of people who work to achieve its goals. We aim to empower billions of people across the globe to take action and help build a more sustainable, just and hopeful world. As a new, unconventional museum, we are unleashing the power of culture to reach people everywhere, and to unite them on a common journey for change.

UN Live was created in 2016, when all four then-living current and former United Nations Secretary-Generals stood behind the bold idea, and Secretary-General Ban Ki-moon formally endorsed the institution. We are close to, but not part of, the United Nations. As an independent not-for-profit NGO registered in Copenhagen, Denmark, we are privately funded with additional support from the Danish government and the city of Copenhagen.

Please read more about our work and mission [here](#).

