Who are CityNet interns?

CityNet interns are young international leaders of the highest caliber. We train, equip, and develop interns’ 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 development, marketing, international relations, business management, environmental studies or related fields are encouraged to apply. Successful applicants will balance high-level research and database management proficiency with strong writing skills.

What do interns do?

CityNet offers the opportunity to work in a variety of fields, specifically, website development, communications and marketing, research, program coordination, 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.

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 the intern’s availability. Please note that all positions are unpaid.

What do interns gain?

- Exposure to an international organization and network
- Experience researching urban development and other issues
- Experience handling complex database systems
- Work on interesting communications and events as part of an experienced team

Intern Responsibilities:

- Maintain and update CityNet member contact list and assist with CityNet member management
- Conduct research on CityNet member cities and organizations
- Research trends in urban development and possible programming activities
- Assist with the design, implementation and evaluation of programs and projects
- Complete administrative tasks for the Program Team
- Assist with preparations for CityNet events and activities
- Assist with other tasks as designated by the Program Director
- Assist with preparations for CityNet’s 2016 Executive Committee Meeting
- Assist with website development and maintenance, including coordination with UN agencies and international NGOs to cross-promote events and conferences
- Create innovative content for social media channels, including infographics, listicles and web videos
- Author content, design, research and copyedit for international publications, including reports, joint
conference materials with UN agencies and promotional materials.
- Build partnerships and sponsorship relationships between CityNet and international leaders, including phone
call campaigns, marketing strategies and email targeting

Qualifications:

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

Timeline:

Application Deadline: Mar 6, 2016
Start Date: ASAP
30-40 hours/week
Full-time, long-term commitment preferred
Term: 3-6 months

To Apply:

Please submit your resume and cover letter as one PDF to Ms. Youngmin Chang
at citynet.recruitment@gmail.com by Mar 6, 2016 with “CityNet 2016 Internship” as the subject. In your cover
letter, please specify one urban development topic that is of particular interest to you and which areas of
CityNet’s work you are most enthusiastic about engaging with. 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.