**Project Coordinator Intern Position with UN House Scotland**

UN House Scotland (UNHS) is a shared facility with representation from UN agencies, civil society organisations and charities, working to support UN values. UNHS was established in 2012 from offices in the centre of Edinburgh.

UNHS is looking for an intern to help coordinate a series of seminars run through UN House’s research centre, the Scottish Centre for International Strategic Affairs (SCISA). SCISA designs projects and events that engage Scottish and UK decision makers, scholars and third sector stakeholders in its work. Additionally it demonstrates how UN programmes and targets are relevant to Scottish policy making.

**Requirements**

The right candidate will either have a background in Politics and/or International Relations or Environmental Sciences. This role requires someone highly organised, able to meet tight deadlines and with experience of project coordination and event management. Some office management experience would be beneficial.

You should be enthusiastic and able to actively promote the work of the organisation, be interested in international development and up to date on current affairs.

**Responsibilities may include:**

- Developing, planning and coordinating a seminar series run through SCISA
- Producing reports and briefing papers on current issues
- Providing support at meetings and events
- Representing the organisation at parliamentary cross-party meetings and networking events
- Maintenance of UN House website and social media
- Researching and writing fundraising proposals
- General assistance with ad-hoc administrative tasks

**Application**

Please submit a CV and brief covering letter.