

### **Job Description : Advocacy Intern**

The Forus advocacy internship provides individuals with an opportunity to gain a greater understanding of the role which a global network plays in identifying the common advocacy priorities and interests of its national and regional members, in developing their advocacy capacities and in amplifying their voices and priorities at the global level.

The role of the Advocacy Intern involves providing practical assistance to the Forus Advocacy Co-ordinator and supporting the overall co-ordination of the network's policy & advocacy activities, and those of its members.

The specific tasks of the Advocacy Intern include:

- Working under the line management of the Forus Advocacy Co-ordinator and participating in weekly meetings to report on progress with tasks assigned
- Working as a member of the Forus Secretariat Team, taking part in weekly meetings to update other team members on advocacy activities, and collaborating closely on their portfolio areas where required.
- Regular liaison with Forus national and regional members about the policy & advocacy priorities of the network and responding to their requests for information and support
- Assisting with the translation of policy and advocacy documents into French Spanish and/or English.
- Supporting the preparation, convening and follow up of the different Advocacy Working Groups of the network
- Supporting the preparation, convening and follow up of regular Advocacy webinars & online workshops involving Forus member and partners
- Supporting the design and dissemination of a monthly online Advocacy Update for Forus members
- Supporting Forus & its members in their engagement with the annual UN Regional Sustainable Development Forums and the UN High Level Political Forum (March-July)
- Assisting in the design and dissemination of online surveys relevant to the policy and advocacy work of Forus and its members
- Conducting research and developing short advocacy/policy briefs under the supervision of the Advocacy Co-ordinator
- Representing Forus in relevant online forums when required, and providing short reports or feedback on the proceeding of these forums
- Ensuring that relevant advocacy information and documentation is stored correctly in the Forus online knowledge management system to facilitate its retrieval
- Assisting the Advocacy Co-ordinator in collating advocacy data and information for the purposes of advocacy audits, report-writing etc.