

# Concepts of Truth International Internship Program

## Overview:

Concepts of Truth's internship program provides young people with an opportunity to gain invaluable non-profit and international experience at the United Nations Headquarters in New York, NY. Concepts of Truth is fully accredited with the United Nations through the Economic and Social Council (ECOSOC) and the Department of Public Information (DPI), which both work with non-governmental associations. Interns will receive a special orientation on the history of Concepts of Truth, attend a wide variety of UN meetings, conferences, debates, and events, write frequent meeting summaries and reports, and assist with all grassroots aspects of this non-profit foundation.

## Commitment:

The internship is part-time for a period of ten weeks. Interns are expected to work for a minimum of 6 hours per week for the duration of the internship. There are occasional evening and/or weekend events involved that will be discussed during the applicant's interview. Participation in weekly staff briefings are obligatory. All interns are also expected to participate in weekly fellowship with a like-minded, faith-based community of believers of their choice.

The internship cycles offered for 2019 are:

Spring	January 21—March 29 (2019)
Summer	TBA
Fall	TBA

Arrangements for flexible start/end dates will be made on a case-by-case basis. The internship may also be extended in agreement between Concepts of Truth and the intern. Applications are due two months before the start of the internship to allow for registration and security processes: November 22 for Spring, April 4 for Summer, and June 20 for Fall.

## Qualifications:

- Due to the nature of Concepts of Truth's work, the ideal intern candidate will possess a strong desire to protect and promote human dignity while making a positive impact on society. Candidates must be proactive, self-motivated, resourceful, approachable, and willing to serve others while maintaining a high standard of professionalism.
- Candidates must be of 18 years of age by the start of the internship and must possess a high school diploma or G.E.D.
- Candidates must be able to write clearly, think critically, and possess excellent organization and communication skills.
- Candidates must be comfortable working independently and attending events on their own initiative.
- Candidates must be able to articulate Concepts of Truth's mission to a variety of audiences.

**Responsibilities include:**

- Attending official UN conferences, lectures, and other events.
- Networking and maintaining connections with other NGOs, as well as any UN staff and delegates.
- Keeping written records of all event attendance and participation, and writing conference summaries for official records.
- Assisting with all aspects of fundraising and development for Concepts of Truth's large events including but not limited to: recovery weekends, training days, fall 5k, spring Gala.
- Reporting weekly to Concepts of Truth staff and assisting with other tasks as assigned.

**Conditions:**

- Interns are *not paid*. The costs of travel and arrangement, personal insurance, and other accommodations, as well as living expenses, are the responsibility of the intern.
- Interns are encouraged to receive college credit for their internship, if applicable, but they must complete the necessary forms for their academic institution and communicate about all requirements.
- Interns are responsible for obtaining any necessary visa and travel arrangements to New York.
- Concepts of Truth, Inc. accepts no responsibility for costs arising from accidents and/or illness incurred during the internship. Interns will provide notice in case of illness or other unavoidable circumstances that might prevent him or her from completing the internship.
- Interns must observe the utmost discretion in regards to any sensitive information obtained during the course of the program.
- Interns are not considered to be officials or staff members; however, interns are expected to fulfill their working obligations.
- There is no expectancy of employment at the end of the internship. Concepts of Truth, Inc. reserves the right to terminate the internship at any time if this is deemed to be in the interests of the organization.
- Intern must return their United Nations grounds pass to Concepts of Truth as soon as their internship ends. If the pass is lost at any time, they must immediately inform supervising staff as well as UN security through standard procedure.

**Application requirements:**

The application has 3 sections:

1) Personal contact information

2) Document upload (PDF files only):

- Cover letter (Briefly explain your background, how you learned of this internship program, and why you are interested. Describe your field of study or current activities and any particular qualifications you have for the work of Concepts of Truth International)
- CV/Resume (Your resume must include all relevant academic, work, and volunteer history, as well as any special skills, languages, and awards.)

- Writing Sample (This can be anything- we just want to see an example of your writing proficiency. The subject matter is completely up to you- it could be an analytical essay, short story, newspaper submission, book review, scientific write-up, etc.)
- Academic Letter of Recommendation (Please submit a recommendation from a teacher, college professor, academic advisor, etc. who can attest to your academic qualities. The recommendation cannot be written by a close relative.
- Faith Letter of Recommendation (Please submit a recommendation from your faith-based community, i.e. pastor, chaplain, priest, etc. who can attest to your level of knowledge, faith, character, etc. The recommendation cannot be written by a close relative.)

### 3) Short Answer

- “Describe your current fellowship with a faith-based community: any church affiliation and volunteer activities.”
- “If you do not identify as a Christian, how would you describe yourself as a representative of this organization to the United Nations?”
- In your own words, what makes human life valuable?

**To upload documents and complete the application, you must sign in with a google account. The application cannot be saved to be finished at a later time; however, it can be edited after it is submitted as long as the deadline has not passed. All application material must be submitted by midnight ET of the deadline specified. Please contact [internships@conceptsoftruth.org](mailto:internships@conceptsoftruth.org) with any further questions.**

[Click here for Internship Application Form](#)