



*A Union of Professionals*

## American Federation of Teachers, AFL-CIO

### **International Affairs Department Internship**

The American Federation of Teachers (AFT) represents 1.6 million public and private professional employees, primarily teachers in pre-K through 12th-grades U.S. public schools. The International Affairs Department (IAD) in Washington D.C. supports and advances the AFT's global agenda including international best practices in the teaching profession, laws and policies that address teacher evaluation and professional development, promoting and protecting the rights of teachers and the education of children, and building the capacity of teacher unions in developing democracies.

### **Internship Duties and Responsibilities**

Interns in the International Affairs Department receive hands-on experience with a wide-range activities in which we are engaged such as planning study missions and international workshops, global comparative research, civic education curriculum development and campaign mobilization for AFT's members.

Specifically, the intern will:

- Conduct research and write briefing papers.
- Draft human rights protest letters on violations of the rights of teachers, labor leaders and students.
- Attend and report on foreign policy forums and Congressional hearings.
- Prepare briefing materials and assist with international travel arrangements for AFT delegations traveling abroad.
- Assist in developing civic education and teaching materials.
- Prepare departmental displays for conventions and conferences.
- Coordinate programs for international visitors.
- Assist in arranging international real-time video conferencing, maintaining the International Affairs Website, creating trainer contact data base and distributing information about AFT international activities.
- Participate in staff meetings and mobilizations.

### **Qualifications**

Candidates should have

- Professional experience and academic studies in relevant areas of education and international development.
- Excellent written and oral communication skills and practice in social networking applications.
- Demonstrated independent research and analytical competencies.
- Advanced technology capacities.
- Willingness to assume administrative tasks.
- Proficiency in Microsoft Office suite
- Proficiency in written and oral Spanish

Candidate must be available to work 30-35 hours a week. A one-year commitment is preferred; other terms are negotiable. Compensation and benefits are based on academic standing.

### **To Apply**

Please forward a cover letter, writing sample and resume to: AFT HR Internship Application