



## Volunteer Position at the Centre for Multilateral Negotiations

The Centre for Multilateral Negotiations (CMN) fosters deeper cooperation on key global issues, such as climate change, trade, and development. The core task is to provide public officials, businesses, and academics with state-of-the-art 'best practices' of facilitating global agreements in highly complex multilateral settings, and enhance research in the field. Since its start in 2015, CMN has supported the Government of Morocco on their negotiation management strategy as host of the UN climate summit, and organised strategic high-level workshops for Fiji hosting the next UN climate summit, and Argentina and the WTO for the trade summit 2017.

Among others, current and former UNFCCC Executive Secretaries, and the former Director-General of the WTO endorse the project.

The founding team is Dr Kai Monheim (LSE) and Dr Magnus Lundgren (Stockholm University). More information is available at [www.cemune.org](http://www.cemune.org).

### What we offer to you

We offer a highly rewarding work environment for those excited about international relations and cooperation on today's key global challenges. The position will provide insight on and exposure to our current primary activities, above all:

- Supporting the preparation and execution of flagship projects, e.g. summit supports
- Communicating the project to negotiators and officials of international organizations
- Building a network of major clients worldwide
- You will work in a friendly team and are able to join from your current home basis
- We provide regular, constructive feedback to grow our team members
- Finally, we regret that the project cannot pay for this voluntary position at this point

### What you bring with you

- Excitement and familiarity with key global issues: climate change, trade, migration, etc.
- >2 years of enrolment in university, preferably in a field related to this project, or relevant professional expertise
- High reliability and independent work style through prior professional experience through internships or extracurricular project work
- Advanced skills with Office programs, especially Power Point and Word; basic skills in Excel
- Familiarity with online tools such as cloud services, social media, etc.
- Proficiency in oral and written English
- Joy in reaching out to new people, and working in an international team

### What you contribute on the project

- Research and analysis for upcoming negotiation management projects
- Preparation of project presentations and communication with partners
- Fundraising through research on and contact to clients (foundation, business, government)
- Calculation of budgets (e.g. project event costs, overall project costs)
- Support to internal and external CMN communication (e.g. website, newsletter, etc.)
- Time commitment per week: minimum 8-10 hours for >4 months

For any further questions, please get in touch with Vera Bartsch: [vera.bartsch@cemune.org](mailto:vera.bartsch@cemune.org).