**Internship Title**

Internship – Stable Isotope User Group Coordination Support

**Duration of Internship**

12 months

**Organizational Setting**

Department: Nuclear Sciences and Applications

Division: Human Health

Section: Nutritional and Health-related Environmental Studies

**Main Purpose**

The main purpose of the internship is to assist in coordinating the activities of a stable isotope user group, facilitating communication and knowledge management, providing support in community management, and contributing to the success of various projects related to community operations.

**Tasks / Key Results Expected**

* Assist in organizing and coordinating online or hybrid meetings, workshops, and events for the stable isotope user group.
* Manage the support queue, ensuring timely responses and resolutions to community members' inquiries and concerns.
* Manage and maintain the group's communication channels, including email lists, forums, and social media platforms.
* Assist in collecting and organizing research data related to stable isotope analysis projects.
* Collaborate with group members to compile and disseminate educational resources and materials.
* Help with administrative tasks, such as record-keeping, scheduling, and documentation.
* Provide support in preparing presentations, reports, and promotional materials.

**Knowledge, Skills and Abilities**

* Strong communication and interpersonal skills, with the ability to engage effectively with community members from diverse cultural backgrounds. (Required)
* Proficiency in using digital communication tools and social media platforms. (Required)
* Organizational and time-management skills to coordinate meetings and events with multiple time zones effectively. (Required)
* Problem-solving skills to address community issues and challenges promptly. (Required)
* Basic knowledge of stable isotope analysis principles and techniques (Asset).
* Knowledge of community management principles and strategies. (Asset)

**Qualifications and Experience**

* Area of studies: Pursuing or completed a degree in a relevant field, such as Human Nutrition, Environmental Science, Biology, Community or Knowledge Management, Communications, Marketing or a related discipline.
* Demonstrated interest in community management and online engagement.
* Strong interest in stable isotope analysis and its applications is an asset.
* Previous experience in event planning or communication management is an asset.
* Previous experience in administrative roles or familiarity with community management practices is an asset.
* Excellent written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian) an asset.

**Internships**

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

* To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United National as a whole;
* To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.
* The duration of an internship is normally not less than three months and not more than one year.

**Applicant Eligibility**

* Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
* Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
* Candidates must not have previously participated in the IAEA's internship programme.
* Good written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Spanish or Russian) an asset.
* Candidates must attach two signed letters of recommendation to their application.