



Global Gender and Migration Forum - Traineeship

Location: Remote / New York City

Time Commitment: 8-10 hours per week (remote) / full-time for delegation at UN (in-person)

Duration: Mid-October 2025 - Mid-June 2026

Compensation: Volunteer

Contact: info@migrationgenderjustice.com

Application Link: <https://forms.gle/txdFvN5NPhEEjE8n9>

About:

The Center for Migration, Gender, and Justice is a migrant- and women-led non-profit NGO with UN Consultative Status. We advance human rights at the intersection of migration and gender through research, advocacy, and education. Our biennial Global Gender and Migration Forum serves as the primary international platform for addressing the unique challenges and needs faced by women, girls, LGBTQIA+, and gender diverse migrants. The objectives of the Forum are to convene a diverse range of stakeholders to assess the current state of migration and gender and to facilitate dialogue and the exchange of practices at the local, national, and global level. Find out more about the Center and the Forum on our social media and [here](#).

Traineeship Overview:

We are seeking motivated and social justice-driven trainees to support our upcoming Global Gender and Migration Forum to be held on the sidelines of the Second International Migration Review Forum (May 2026). This opportunity is ideal for early-career professionals or graduate students interested in gaining hands-on experience in the non-profit and civil society space, and deepening their understanding of the UN system and global migration governance.

Key Responsibilities:

We are offering five connected traineeships, each with its own specific focus and responsibilities.

- Marketing and Public Relations Trainee (p.3)
- Social Media Trainee (p.4)
- Events and Engagement Trainee (p.5)
- Knowledge Management Trainee (p.6)
- Research Trainee (p.7)

Please see the individual trainee descriptions below for more information. All trainees will be part of our delegation to the Second International Migration Review Forum and must be willing to travel/be in New York City for the event (May 2026, exact dates TBA).

**Eligibility:**

- Currently enrolled in or recently graduated from an advanced degree program in international relations, social sciences, gender studies, non-profit management, public policy and administration, or related fields
- Fluency in English (other languages are an asset)
- Demonstrated interest in migration, gender, human rights, civil society, and global governance
- Self-motivated, organized, and able to work independently
- Prior experience in a non-profit, UN, or policy environment is preferred but not required

We particularly encourage migrant youth and young professionals to apply.

What We Offer:

- Participation in high-level events within the UN system
- Insight into the operations of a migrant- and women-led non-profit NGO
- Opportunities to contribute meaningfully to impactful projects
- Mentorship and regular feedback by experienced colleagues in the field
- Building a supportive network of future change makers

Disclaimer:

Please note that we are an entirely volunteer-run organization and that as much as we would like to financially compensate trainees for their contributions, we generally won't be able to offer stipends. When funding is available for an area of our work and/or a specific project, trainees might be compensated on a case-by-case basis. At this time, we are not able to offer visa-related support for the traineeship.

AI Statement:

We recognize that AI tools can assist with tasks such as proofreading or grammar correction; however, to ensure fairness and accurately assess applicants' qualifications and communication skills, we require that all application materials be written by the applicant themselves. Applicants may use AI-based tools for minor editing support (e.g. spelling, grammar, or formatting), but the substantive content must be their own original work. The use of AI tools to generate or compose content is not permitted.

Tentative Timeline:

Applications Open: September 1- 20, 2025

Shortlisted Candidates Notified: September 26, 2025

Interviews Begin: Week of September 29, 2025

Selected Candidates Notified: October 6, 2025

Traineeship Begins: Mid-October

Delegation (in-person): Early-Mid May 2026 in NYC



Marketing and Public Relations Trainee:

We are seeking a creative and detailed-oriented marketing and public relations trainee to develop a targeted marketing strategy, manage (digital) media platforms and outreach, and support in creating compelling content for our upcoming Global Gender and Migration Forum. This traineeship includes the following responsibilities:

Marketing and Promotion

- Develop a marketing strategy to raise awareness about the Forum
- Distribute promotional materials (e.g. flyers, digital banners, save-the-dates, etc.)
- Create marketing materials for Forum partners and supporters
- Prepare personalized invitations and follow-ups for Forum partners and supporters
- Identify and track marketing KPIs before, during, and after the Forum
- Compile a performance report after the Forum summarizing marketing KPIs

Public Relations Outreach

- Develop, maintain, and update a media contact database (CRM)
- Conduct outreach to journalists, editors, bloggers, and influencers who cover migration, gender, human rights, and the UN
- Draft press releases, media advisories, and pitches tailored to local, national, and international media outlets
- Monitor press coverage and compile media clippings before, during, and after the Forum
- Manage media check-ins and coordinate interviews between the Center, Forum speakers, and the press

Brand and Messaging Alignment:

- Research current trends, debates, and news on migration and gender to inform key messaging about the Forum
- Develop conceptual branding for the Forum
- Proofread content to ensure tone, language, and terminology align with the Center's Communications Guidelines

Content Development:

- Coordinate photo and video content collection
- Source stories from Forum partners, supporters, and participants (e.g. behind-the-scenes)
- Support in writing and copy editing content for blog posts, webpages, and newsletters

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Social Media Trainee:

We are seeking a visionary and resourceful Social Media Trainee to develop a dynamic social media strategy, manage and grow our online presence across platforms, and lead the creation of engaging, on-brand content for our upcoming Global Gender and Migration Forum. This traineeship includes the following responsibilities:

Social Media and Promotion:

- Develop a social media strategy to raise awareness about the Forum
- Create and maintain the Forum's social media content calendar
- Coordinate digital assets (e.g. photos, videos, infographics etc.)
- Identify and track social media KPIs before, during, and after the Forum
- Compile a performance report after the Forum summarizing social media KPIs
- Support in the distribution of promotional materials (e.g. flyers, digital banners, save-the-dates, etc.)

Brand and Messaging Alignment:

- Research current trends, debates, and news on migration and gender to inform social media content about the Forum
- Develop visual branding for the Forum
- Proofread content to ensure tone, language, and terminology align with the Center's Communications Guidelines
- Coordinate fact-checking and approval processes for digital content

Content Development:

- Draft, edit, and adapt high-quality social media content for multiple platforms
- Capture live Forum coverage through real-time updates and speaker highlights
- Create storytelling materials and other digital assets, including graphics, short videos, and infographics
- Promote online dialogue and audience participation through interactive content
- Assist in coordinating photo and video content collection
- Source stories from Forum partners, supporters, and participants (e.g. behind-the-scenes)
- Support in writing and copy editing content for blog posts, webpages, and newsletters

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Events and Engagement Trainee:

We are seeking a highly organized and proactive Events and Engagement Trainee to plan and execute events, manage partner logistics and outreach, and create impactful participant experiences for our upcoming Global Gender and Migration Forum. This traineeship includes the following responsibilities:

Event Coordination and Promotion:

- Develop an event coordination plan for the Forum
- Create and maintain the Forum's event calendar
- Support venue arrangements, room setups, and technical requirements
- Assist in coordinating catering, transportations, and accessibility of event locations
- Provide on-site support for all events
- Identify and track event KPIs before, during, and after the Forum
- Compile a performance report after the Forum summarizing event KPIs
- Support in the distribution of promotional materials (e.g. flyers, digital banners, save-the-dates, etc.)

Partnership Management:

- Develop, maintain, and update a partner database (CRM)
- Conduct outreach to potential partners who work on migration, gender, human rights, and the UN (multi-stakeholder)
- Create a Partnership Memorandum of Understanding (MoU)
- Monitor partner commitments and progress, and track follow-up actions
- Collect and organize Forum partner materials (e.g. logos, bios, photos, and inputs)
- Facilitate the information flow between the Center and partners
- Ensure logistical needs of partners are addressed
- Create and analyze post-event survey for partners

Participant Engagement:

- Develop, maintain, and update a participant database (CRM), including RSVP tracking
- Conduct outreach to potential participants who work on migration, gender, human rights, and the UN (multi-stakeholder)
- Facilitate the information flow between the Center and participants
- Ensure logistical needs of participants are addressed
- Create and analyze post-event surveys for Forum participants

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Knowledge Management Trainee:

We are seeking a methodical and innovative Knowledge Management Trainee to develop an effective knowledge-sharing system, collect and organize resources, and build accessible and public-facing content for our upcoming Global Gender and Migration Forum. This traineeship includes the following responsibilities:

Knowledge Management and Promotion:

- Develop a knowledge-sharing system for the Forum
- Create and maintain the Forum's knowledge management calendar
- Identify and track knowledge management KPIs before, during, and after the Forum
- Compile a performance report after the Forum summarizing knowledge management KPIs

Knowledge Compilation:

- Draft, edit, and publish concise summaries of inaugural and upcoming Forum events
- Create a Knowledge Collection of inaugural and upcoming Forum events
- Record detailed notes and transcripts of Forum events
- Research current trends, debates, and news on migration and gender to inform knowledge management about the Forum
- Write and copy-edit content for blog posts, webpages, and newsletters
- Assist in creating high-quality social media content for multiple platforms

Knowledge Dissemination:

- Circulate knowledge products (e.g. event summaries and collection) of inaugural and upcoming Forum
- Support in creating storytelling materials and other digital assets, including graphics, short videos, and infographics

Brand and Messaging Alignment:

- Research current trends, debates, and news on migration and gender to inform knowledge development about the Forum
- Develop knowledge management branding for the Forum
- Proofread content to ensure tone, language, and terminology align with the Center's Communications Guidelines

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Research Trainee:

We are seeking a curious and analytical Research Trainee to implement research activities, gather and synthesize data, and contribute to producing insightful outputs for our upcoming Global Gender and Migration Forum. This traineeship includes the following responsibilities:

Desk Research and Literature Reviews

- Identify and summarize relevant academic studies, reports, and policy documents.
- Map existing knowledge and data sources related to migration and gender.
- Track emerging themes, gaps, and innovations in the sector.
- Establish an internal Knowledge Repository for the Center
- Support Knowledge Management Trainee in various tasks related to the Forum

Gender-Migration Index:

- Complete training as a Gender-Migration Index Researcher
- Assist in compiling reports and policy briefs of existing analyses using the Gender-Migration Index
- Track progress on existing analyses using the Gender-Migration Index
- Conduct analysis on the gender-responsive implementation of the Global Compact for Migration using the Gender-Migration Index
- Present findings at the Forum

Learn more about the Gender-Migration Index [here](#).

Synthesize Research Findings into Accessible Outputs

- Draft research briefs, memos, and summaries tailored to different audiences at the International Migration Review Forum
- Create visual content (e.g. charts, infographics, tables) to accompany findings.
- Assist in the development of blog posts, articles, or other external communications based on research.
- Support proofreading and formatting of reports and knowledge products.

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