



PVBLIC Foundation - Government Affairs Intern (Remote)

About PVBLIC Foundation

[PVBLIC Foundation](#) is a global institution transforming how societies build the systems that enable resilient and future-ready development. Operating at the intersection of diplomacy, development, and innovation, PVBLIC serves as a trusted platform connecting governments, the United Nations, global family offices, and the private sector to design and implement scalable development frameworks. Through its four pillars of Nature, Technology, Capital, and Multilateralism, PVBLIC builds the infrastructure of the future by advancing environmental resilience, mobilizing catalytic capital, transferring technology, and convening high-level partnerships that drive measurable global impact. The foundation has managed programs and partnerships that have reached more than one billion people in 125 countries. Our mission is to mobilize action for sustainable and economic development and establish practical frameworks that translate policy into implementation.

About the Role

PVBLIC Foundation is seeking dynamic and motivated interns to join its Government Affairs and UN Liaison team. This internship offers a unique opportunity to gain direct experience at the intersection of diplomacy, sustainable development, and multilateral engagement. Interns will support PVBLIC's growing portfolio of strategic relationships with governments, UN entities, and international institutions — helping to advance public-private collaboration and durable policy infrastructure.

Working under the guidance of the Director of Government Affairs, interns will contribute to the development and implementation of high-level initiatives, policy research, and stakeholder engagement efforts. The role is well-suited for graduate students or early-career professionals interested in international cooperation, global governance, public policy, and system-level solutions for sustainable development.

Minimum Intern Requirements

Majoring in: International Relations, Public Affairs, Economics, Political Science, or a related field.

Located in: USA, Caribbean, or Europe.

Time disposititon: 20 hours a week (Negotiable)

Candidate Profile:

We are looking for candidates who:

- Demonstrate a strong interest in international cooperation, global governance, and systems-level sustainable development.
- Understand the structure, role, and dynamics of the United Nations and the broader multilateral system.
- Are proactive, self-motivated, and capable of working independently.
- Have excellent research, writing, and analytical skills.
- Are detail-oriented and able to manage multiple priorities in a fast-paced environment.
- Have strong interpersonal and communication skills.
- Are aligned with the mission, values, and institutional vision of PVBLIC Foundation.



Demonstrated Skills and Competencies:

- Strong research and analytical skills, particularly in the context of international cooperation, multilateral engagement, and public policy development.
- Excellent written and verbal communication skills in English, with the ability to convey institutional messages effectively (additional languages are a plus).
- Ability to distill complex global issues and policy frameworks into clear, concise, and actionable insights.
- Experience in drafting reports, briefing notes, and policy memos.
- **Familiarity with multilateral institutions, government** coordination processes, and diplomatic protocols.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Understanding of the role of media, data, and technology as enablers of sustainable development and system-level impact is an advantage.

Roles and Responsibilities

The Government Affairs Interns will support the Government Affairs team across research, policy analysis, stakeholder engagement, coordination, and knowledge management. Key responsibilities will include:

- **Research, Policy Analysis and Briefing Support**
 - Conduct research and analysis on international policy issues, multilateral agreements, global governance trends, development cooperation, and government affairs priorities relevant to PVBLIC's work.
 - Monitor developments across the United Nations system, multilateral organisations, regional institutions, international financial institutions, and relevant policy processes.
 - Assist in tracking policy trends, UN resolutions, global negotiations, and major multilateral discussions relevant to PVBLIC's government affairs initiatives.
 - Prepare briefing notes, reports, policy summaries, position papers, strategy documents, presentations, and other materials for high-level meetings, missions, events, and institutional engagements.
 - Develop concise analytical notes on key UN processes, including the General Assembly, High-Level Political Forum, COP summits, Financing for Development processes, and other relevant global policy forums.
- **Government, Diplomatic and Institutional Engagement**
 - Support advocacy and strategic engagement with governments, UN agencies, Permanent Missions, diplomatic entities, regional organisations, and multilateral bodies.
 - Assist with relationship-building efforts involving government officials, diplomats, Permanent Representatives, institutional representatives, and external partners.



- Support the development of outreach strategies, partner mapping, engagement plans, and partnership proposals with government agencies, UN entities, multilateral institutions, and other relevant stakeholders.
- Assist in preparing talking points, policy statements, correspondence, meeting notes, and follow-up communications for government and institutional engagements.
- **Events, Meetings and Multilateral Convenings**
 - Support the planning and coordination of PVBLIC's participation in key UN and multilateral events, including the UN General Assembly, High-Level Political Forum, COP summits, side events, policy dialogues, workshops, and stakeholder meetings.
 - Assist in organising meetings, briefings, workshops, roundtables, and convenings with government, diplomatic, institutional, and development partners.
 - Provide logistical, research, and coordination support for PVBLIC's engagement with government and UN stakeholders before, during, and after events.
 - Draft reports and summaries capturing PVBLIC's participation in UN conferences, multilateral meetings, policy dialogues, and high-level convenings.
- **Internal Coordination and Knowledge Management**
 - Maintain organised folders, trackers, templates, databases, contact lists, briefing materials, and reference documents for Government Affairs and UN engagement.
 - Assist in internal knowledge management by maintaining government affairs databases, UN engagement trackers, partner trackers, meeting records, and follow-up action logs.
 - Support coordination between Government Affairs, Communications, Operations, Programmes, and external partners to ensure timely follow-up and alignment across workstreams.
 - Assist with scheduling, document preparation, meeting coordination, and follow-up processes as needed.
- **Communications and Content Support**
 - Support the drafting of communications materials, including talking points, correspondence, newsletters, short updates, social media content, and event-related messaging linked to government affairs and UN engagement.
 - Work with the Communications team, where appropriate, to ensure that government affairs activities, institutional engagements, and multilateral participation are accurately reflected in external communications.

Benefits of the PVBLIC Internship Program

- **Meaningful contribution to systems-level change:** Contributing to advancing the sustainable development agenda through real-world multilateral engagement.
- **Intern Accelerator for Sustainability sessions:** Coaching and mentorship designed to prepare you for future roles in public policy, diplomacy, and impact-driven sectors.

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- **Recognition of your contributions:** Your skills and ideas are valued as part of a purpose-driven, globally connected institution.
- Visibility and acknowledgment across PVBLIC's institutional and social media channels.
- Personalized recommendation letters provided upon successful completion of the program.
- Opportunity to collaborate within a close-knit team of dedicated professionals advancing global development agendas.
- Strategic networking opportunities with UN agencies, government counterparts, and mission-aligned organizations.
- Professional reference from a globally respected institution engaged in multilateral policy and sustainable development frameworks.

* Please note that **all** internship programs at PVBLIC Foundation are unpaid.

* Interns are expected to proactively consult with their supervisor to discuss the details of the role, setting targets, and regular check-ins both before arrival and during your internship.