

## **Women's International League for Peace and Freedom US Practicum and Local to Global Programs, United Nations Commission on the Status of Women**

The Commission on the Status of Women (CSW) is the UN's largest gathering on women's rights issues. During March of each year the CSW delivers a roadmap for increasing women's social protection, mobility, safety, and access to economic opportunities.

Through its consultative status with the UN Economic and Social Council (ECOSOC) International Women's International League for Peace and Freedom (WILPF) participates officially in the CSW. CSW attendees experience the discussions and processes towards UN decisions on women's rights/issues through both formal and informal meetings that take place during the first week of the CSW.

### **WILPF US's UN CSW Practicum and Local to Global Programs**

In an effort to open opportunities for university students, each year WILPF US accepts the application of some individuals enrolled in universities and colleges around the country to engage in our Practicum program at CSW. The Practicum provides ample opportunities for a variety of learning as well as exploration of opportunities in international relations and advocacy work. To increase the benefit of the UN CSW sessions, students participate in Practicum presentations, orientations, and mentoring from faculty, plus peer-to-peer learning. Additionally, the requirement of Practicum program participants to engage with WILPF US and its Branches leads to deeper integration of the CSW experience.

The Local to Global program opens opportunities for seasoned WILPF members to bring local voices into the national and international work of WILPF and to foster intergenerational mentorship and relationship-building with Practicum students, who are just beginning their involvement with our organization.

### **Faculty/Coordinator Role**

The WILPF US CSW programs faculty/coordinators work as independent contractors, for a stipend, for WILPF US. They foster an environment that encourages Practicum and Local to Global Participants to come away from the week with a broadened understandings in a number of areas:

- The UN and its member states and organizations.
- International issue and policy advocacy.
- WILPF US and WILPF International's mission, including the importance of local to global to local advocacy.

The success of the programs will be measured in part by both –

- the extent to which faculty/coordinators and program participants are able to effectively share what they learned with other WILPF US members
- the level of increased engagement in International and US Section programs that offer ways to take the CSW themes to our communities.

Building good relationships with other WILPF members at the local Branch, the national, and International levels are instrumental in accomplishing these goals.

### Faculty/Coordinator Expectations

Selected candidates will handle all aspects of preparing for and coordinating the two programs on behalf of WILPF US with guidance and assistance from the WILPF US Board and assistance from the UN CSW Programs Committee (hereafter shortened to CSW Committee). Faculty/coordinators are encouraged to call on Board and CSW Committee members for assistance in accomplishing these duties. Examples include but are not limited to help in recruitment and selection of Practicum & Local to Global participants and suggestions for and coordination of meaningful engagement between the Practicum students and branches/issue committees, both prior to and after the CSW.

Following are responsibilities and examples of the duties of this position:

### Recruitment and selection of Practicum and Local to Global attendees:

- reach out to universities and colleges, including universities and colleges in cities with active WILPF Branches, to publicize the Practicum program and solicit applicants;
- assist Practicum participants in qualifying for course credit for their Practicum experience at their respective institutions;
- encourage and develop active participation and confidence in program participants;
- prepare material for WILPF's website, e-news and other communiques to encourage applicants to the Local to Global program with assistance of WILPF staff & leaders.

### Preparing the curriculum which includes the following:

- an introduction to WILPF US for Practicum attendees including facilitating connections with a WILPF US branch or issue committee before the CSW meetings begin;
- information regarding the time and location of WILPF-sponsored sessions taking place during the CSW meetings;
- a brief history of the CSW and review of themes for the current meetings;
- a brief review of the history and functioning of International WILPF;
- a brief description of UN programs that WILPF is involved in and the role of WILPF in those programs;
- information regarding the UN-related international programs sponsored by WILPF International including Reaching Critical Will and Peace Women.

Making the necessary arrangements for Practicum and Local to Global participants:

- all passes (including Consultation Day and an official UN Tour passes);
- meetings with WILPF US and International WILPF staff & leaders in attendance at CSW;
- arranging meals;
- arranging a celebratory dinner, including available participants from other sections, International staff, and others;
- arranging shared accommodations for participants;
- arranging a presentation by the WILPF US President or her designee;
- proposing and assisting in coordinating with a parallel presentation by the WILPF US President or her designee(s);
- providing daily briefings regarding CSW orientation events, WILPF events, and other important CSW sessions/events.

Communications during the CSW:

- Submit and/or arrange for participants to submit regular posts/photos/info to WILPF US & branch social media on a regular basis during CSW.

Following the CSW, preparing or, where applicable, coordinating the following:

- Reports, to funders and the WILPF board;
- Articles for WILPF communiques;
- Website content to share lessons learned and next steps regarding the specific CSW themes;
- Sharing by participants about their their CSW experience with WILPF US members at the participant's branch and on/via a One WILPF call or similar method as soon as possible following the CSW.

Administration

- Prepare a monthly work report listing tasks completed for the benefit of future coordinators;
- Submit the report to the Treasurer and President within five business days after the end of each work month; (NOTE: the expectation is that the work year for Faculty/Coordinators is the nine-month academic year.)
- Retain all documents and records in an orderly fashion.

*WILPF is an equal opportunity employer and will not discriminate against people on the basis of factors such as race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.*