



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Terms of Reference

### Internship (Fundraising Communication)

Private Sector Partnerships (PSP), UNHCR Paris, France

UNHCR, the UN Refugee Agency, has an exciting opportunity for an intern to join the Private Sector Partnerships team in the UNHCR office in Paris, France.

Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is responsible for leading and coordinating international action to protect and assist refugees and other people of concern.

The partnerships with the private sector play a crucial role in helping to diversify the organization's sources of funding.

Since 2013, UNHCR has been mobilizing the private sector in France, creating partnerships with companies and foundations and engaging individual donors. As part of its fundraising activities, the PSP department is looking for a communication Intern, to support its activities.

**Title:** Fundraising Communication Intern

**Duty Station:** Paris, France

**Duration:** 6 months

**Start date of contract:** as soon as possible

**Contract Type:** Internship (paid, as per UNHCR policy)

**Advertisement start date:** 30 March 2020

**Advertisement closing date:** 13 April 2020

### Organizational context

The Private Sector Partnerships (PSP) Services works in different regions: Europe, MENA, Americas, Africa, and Asia, and further decentralizes at local levels. The Fundraising Communication Intern is part of PSP France team and it is based in the UNHCR Office located in Paris.

### Duties and responsibilities

The duties and responsibilities of the Intern are dependent on the communication and fundraising priorities over the course of the internship and may include:

#### Creation and development of fundraising communication assets:

- Provide support in the production of digital content and assets (stories, videos, etc.)
- Translation and adaptation of fundraising campaigns and communications for France & Monaco
- Collaborate to develop or to optimize e-mails and websites to increase marketing goals
- Support for the design and writing of materials for private sector fundraising and communication

#### Monitoring of campaigns and fundraising communication operations:

- Day to day follow-up and check with providers
- Reporting and support in monitoring of results and tracking tools (Google Analytics etc.)
- Collecting data and information, prepare assessments of communications actions

#### Prospecting and strategic intelligence

- Benchmarking of charity actors' communication (French and international) and monitoring about news in the field of communications, fundraising, refugees thematic, etc.
- Research of information, content and visuals for UNHCR communications

#### Support for the organization of events

- Support for the organization of events dedicated to the private sector, or related to refugees and fundraising communication (World Refugee Day, etc.)

#### Other

- Administrative support

## Essential minimum qualifications required

The ideal candidate will be required to have followings:

- Be a recent graduate (completed your studies within one year of applying to this internship) or current student in graduate/undergraduate school program for a university or higher education facility accredited by UNESCO in the areas of business administration, marketing or related field (preferably Licence or Master's degree, business or communication school IEP);
- Have completed at least two years of undergraduate studies in a field relevant or of interest of the work of the Organization;
- Have very good writing skills and fluency in French and English (essential);

- Enjoyment in searching opportunities, capable of initiatives and autonomy and really proven rigor and organization;
- Know how to work with emergencies and have sense of priorities; capacity of reporting;
- Have a strong interest in fundraising activities with the private sector and public engagement, and willingness to support UNHCR and to stand with refugees;
- Excellent computer skills with Word, Excel, PowerPoint and communication tools;
- Skills in graphic design and video editing will be an important advantage;
- Initial experience (preferably) in international organization or NGO and knowledge of fundraising in France would be useful;
- Available for a duration of 6 months.

## Location

The successful candidate will be based with the team in UNHCR's office in Paris, France.

## Conditions

The internship is associated with an internship agreement for 6 months. It is a full-time role with working hours starting from 9 AM to 6 PM, Monday to Friday (40 hours per week). This is a paid internship as per UNHCR policy.

## To apply

Interested applicants should submit their letter of motivation, dully completed (including all work experience) and signed Personal History Form (P11), and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating 'Internship, Fundraising Communication Paris' in the subject of the email.

P11 forms are available at [PHF Form](#) / [Supplementary Sheet](#)

*The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.*