



UNHCR

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

Terms of Reference

Internship (Fundraising Communications)

Dutch-speaking

Private Sector Partnerships (PSP), UNHCR Brussels, Belgium

UNHCR, the UN Refugee Agency, has an exciting opportunity for an intern to join the Private Sector Partnerships team in the UNHCR offices in Brussels, Belgium.

Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 130 countries, using their expertise to protect and care for millions of people.

Since 2019, UNHCR has been mobilizing the private sector in Belgium, creating partnerships with companies and foundations and engaging individual donors. As part of its fundraising activities, the PSP department is looking for a communication / marketing Intern, to support its individual giving fundraising activities.

The selected candidate will sit within the Fundraising Team in Brussels. This exciting internship is a unique opportunity to gain experience in communication, fundraising and campaigns within UNHCR's Private Sector Partnerships team and support UNHCR's private sector fundraising efforts in Belgium.

Title: Fundraising Communications Intern (Dutch-speaking)

Duty Station: Brussels, Belgium

Duration: 6-8 months, expected starting date: May 2022 (flexible)

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

Advertisement start date: 4 April 2022

Advertisement closing date: 17 April 2022

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 Communications Intern is part of PSP Belgium team, and it is based in the UNHCR Office located in Brussels.

Duties and responsibilities

We are seeking a dynamic and proactive intern, with a strong interest in communication and refugee issues, to complete a six to eight-months internship within UNHCR's Fundraising team. The Fundraising team is charged with ensuring that UNHCR's private sector fundraising network has the content, tools, resources and best practice communication products to run an effective fundraising program that enables income generating teams to deliver increased resources to UNHCR's budget. We work on acquisition and retention of donors in Belgium and helps to boost UNHCR brand equity and improve brand coherence in Belgium.

The Communication Intern will be expected to engage with the following:

- Day-to-day support on social media, including drafting social copy and monitoring performance;
- Gathering compelling UNHCR content and translate/tailor to engaging Belgian content for different channels (email, social, website);
- Creation of engaging thematic content (copy writing, video editing and Photoshop);
- Researching the latest statistics, messaging and refugee stories;
- Adaptation of fundraising campaigns and communications for Belgium, including translation;
- Collaborate to develop or to optimize e-mails and website articles to surpass KPIs;
- Provide support in the development, translation, implementation and update of online donors' journeys or other digital projects.

Essential minimum qualifications required

The ideal candidate will be required to have followings:

- Be a recent graduate (completed your studies within one year from your application) of or current student in graduate/undergraduate school program for a university or higher education facility accredited by UNESCO in the relevant field (e.g. Communication, Communication Sciences, International Relations, Marketing, Media, Journalism or a similar field);
- Have completed at least two years of undergraduate studies in a field relevant or of interest of the work of the Organization;
- Be a strong communicator with fluency in Dutch and English (advanced writing and editing skills);
- Knowledge of both Dutch and French will be considered an asset;
- Have knowledge of digital media, content management systems or other web-based applications;
- Have knowledge of Photoshop and Adobe Premiere will be considered an asset;
- Show a genuine desire to learn and adapt;
- Have good inter-personal skills and be a keen team-player.

Location

The successful candidate will be based with the team in UNHCR's office in Brussels, Belgium, with potential homeworking depending on the evolution of the COVID-19 pandemic.

Conditions

The internship is associated with an internship agreement for 6-8 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.

Special note:

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19 by a vaccine that is approved by WHO, unless the candidate is based in a location with documented lack of access to COVID-19 vaccines.

To apply

Interested applicants should submit their letter of motivation, dully completed (including all work experience) and signed Personal History Form (PHF), and CV to hqpsphr@unhcr.org indicating '**Fundraising Communications Internship (Dutch), Brussels**' in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/p11new.doc

Only short-listed applicants will be contacted.

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. Refugees and other persons of concern to UNHCR are encouraged to apply.