

Terms of Reference

Communications Intern

Global Communications Desk

UNHCR, the UN Refugee Agency, is offering a six-month internship in **New York** as part of its **Global Communications Desk**. 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. We are in over 135 countries, using our expertise to protect and care for millions.

Title: Communications Intern

Functional Unit: Global Communications Desk

Duty Station: New York, United States

Duration: 6 months

Closing date: 15 March 2021

Start date: 10 April 2021

Organizational context

The Global Communications Desk is an interdisciplinary team that brings together key communications and engagement functions to build support and solidarity for the global refugee cause and for UNHCR. Based in New York, the Desk has access to strategic global partners and media, and combines staff from the News & Media, Social Media, Content, Goodwill Ambassador and Digital Engagement teams.

The position

You will work closely with members of the Desk to support preparation of a campaign for World Refugee Day (20 June) and the release of our yearly report on Global Trends in forced displacement. You will also help develop strategies and content for initiatives relating to LGBTI+, climate change and youth advocacy.

Duties and responsibilities

- Support project management for the World Refugee Day campaign; create timelines, keep track of progress, coordinate the distribution of content and liaise with colleagues in regional bureaux and country offices
- Help create a wide range of content, including visuals, GIFs, TikTok videos, scripts, messages, flyers, presentations, newsletters, and templates

- Build a database of media contacts, partners and influencers who can be activated to help boost the impact of UNHCR's communications
- Monitor policy and digital trends to inform UNHCR's content; conduct background research into issues related to forced displacement
- Support the development of UNHCR's youth engagement strategy, including the management of projects such as the Model UN Refugee Challenge, the Youth with Refugees Art Contest and the Journalism Mentorship Program

Minimum qualifications:

To be eligible for an internship, candidates must meet the following criteria:

- Recently graduated (completed studies within one year of applying) or currently enrolled in a graduate or undergraduate program at a university or higher education facility accredited by UNESCO; and
- Completed at least two years of undergraduate studies in a field relevant to UNHCR's work

Please note that candidates with an immediate family member (parent, sibling or child) working as a UNHCR staff member are not eligible.

Desirable qualifications and skills:

Qualifications and competencies

- Degree (or at least two years of undergraduate study) in Communications, Design, Marketing, International Relations, Social Sciences, Journalism, or related field
- Demonstrated interest in issues related to forced displacement
- Experience in project management; excellent organizational skills
- Interest in digital media and communications campaigns
- Excellent writing and presentation skills

Technical knowledge

- Knowledge of design software (e.g. Photoshop, Illustrator, InDesign, Canva)
- Knowledge of management tools a plus (e.g. SharePoint, Asana, Google, Slack)
- Experience creating and managing websites a plus (e.g. Drupal, WordPress)
- Knowledge of email marketing software a plus (e.g. MailChimp, Salesforce)

Language skills

- Fluency in written and spoken English is essential
- Other languages, including Arabic, French or Spanish, are an asset

Conditions & Allowances:

This is a full-time role with working hours from 9.00am to 6:00pm Monday to Friday (40 hours per week). The successful candidate will be either home-based or with the team in New York, United States. The location will be determined prior to the start of the internship, and is dependent upon the conditions of the COVID-19 pandemic in both the applicant's home country and at the duty station. Allowance: Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

How to apply:

Interested applicants should send a curriculum vitae, cover letter and a list of two professional or academic references to hqwrdr@unhcr.org with the subject line "Communications Internship New York Desk". In addition, you may share a portfolio showcasing your work (optional).

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.

Please also note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).