

Terms of Reference

Private Sector Communication Internship

Project Title: Private Sector Partnerships (PSP)

Organisation: UNHCR

Job Title: Private Sector Communication Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Background Information

UNHCR, the UN Refugee Agency, is a global organisation 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 some 128 countries, using their expertise to protect and care for millions of people.

This internship is within UNHCR's **Private Sector Partnerships** (PSP) service, which raises funds from private sector donors to support UNHCR's work. UNHCR is almost entirely funded by direct, voluntary contributions, the bulk of it from donor nations. However, support from the private sector is growing. In 2016, UNHCR raised USD 352 million from the private sector.

Within PSP, the selected candidate will sit within the **Private Sector Communication Team** in Copenhagen. This exciting internship is a unique opportunity to gain experience in communication, fundraising and campaigns within UNHCR's Global Private Sector Partnerships team and support UNHCR's private sector fundraising efforts around the world.

Duties and Responsibilities

We are seeking a dynamic and proactive intern, with a strong interest in communication and refugee issues, to complete a six-month internship within UNHCR's Private Sector Communication team.

The Private Sector Communication 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 programme that enables income generating teams to deliver increased resources to UNHCR's budget. The team provides a global service that cuts across PSP income generating streams, supporting PSP markets in the acquisition and retention of donors and helping them boost UNHCR brand equity and improve brand coherence.

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

- Coordinate the production of a weekly e-newsletter, gathering compelling UNHCR content from across the world
- Assist with the creation of an engaging thematic content package distributed to PSP markets worldwide
- Coordinate regular team and other meetings (including preparing agenda and minutes)
- Research the latest statistics, messaging and refugee stories for donor reports
- Provide administrative support to the Private Sector Communication team, including support on work related to the global shelter campaign and for quarterly content surveys
- Supporting PSP events at UN City in Copenhagen, e.g. workshops and external events
- Other tasks as needed

Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will:

- Possess an undergraduate/master's degree in a relevant field
- Be available to work full time (40 hours) for a six-month period
- Be a strong communicator with fluency in English (advanced writing and editing skills)
- Have excellent research and organizational skills
- Knowledge of digital media, content management systems or other web based applications
- Knowledge of email marketing software such as ExactTarget or MailChimp will be considered an asset

Location:

The selected intern will be based within the Private Sector Communication team in UN City, Copenhagen and will work under the supervision of the Associate Fundraising Communication Officer.

Conditions:

The internship is expected to begin in August 2017 and last for a period of 6 months. The role is full time (40 hours per week). Working hours are 8.30 am to 5.00 pm, Monday to Friday. Please note that the terms of internship, as defined by UNHCR practice, preclude payment of any kind.

To Apply:

Interested applicants should submit their letter of motivation, Personal History Form (P11) and CV, including testimonials/degrees/certificates to DENCOCMUHR@unhcr.org indicating “**Private Sector Communication Internship**” in the subject of the email. P11 forms are available on www.unhcr.org/recruit/p11new.doc

The deadline for applications is 29 June 2017