

## **TERMS OF REFERENCE: INTERNSHIP, EXTERNAL RELATIONS UNIT**

Organizational Unit: US Government Relations Unit (External Relations), Washington Regional Office

Location: Washington, D.C. USA

### **Background**

Since 1950, the agency has helped tens of millions of people restart their lives. Today, a staff of more than 10,000 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people. UNHCR provides lifesaving assistance, protection, shelter, food, clean water, education and medical care to some of the world's most vulnerable. UNHCR also provides assistance to refugees who want to return home when it is safe to do so, and helps integrate refugees within their local host country or resettle to a third country when returning home is no longer an option. Non-governmental organization (NGO) partners work with UNHCR around the globe to assist and protect refugees and internally displaced people.

The External Relations team in the US Government Relations Unit represents UNHCR before U.S. Executive Branch officials, Members of the U.S. Congress and their staffers, advocacy organizations, and think tanks, educating and informing them about global refugee crises and UNHCR's global role, capabilities, funding, programs, and impact.

### **Accountability**

- Gain unique knowledge about UNHCR's global role, capabilities, programs, and impact, and U.S. policies and political developments affecting UNHCR's overseas operations and funding.
- Help provide senior UNHCR staff with regular updates and analyses in order to ensure continued U.S. support and to mitigate reputational risks; and
- Help strengthen and expand UNHCR's engagement with offices of strategic interest, as well as congressional offices that have influence over UNHCR's funding and/or U.S. humanitarian or foreign policy/national security policies.

### **Responsibility**

- Monitor Congressional activities regarding refugees, asylum seekers, and overseas humanitarian assistance;
- Attend relevant Congressional hearings and prepare summaries of content;
- Attend relevant briefings by NGOs and think tanks and prepare brief analyses;
- Research and respond to information requests from the U.S. Administration, Congress, and NGOs;
- Prepare informational memos for UNHCR briefings and meetings with U.S. Government officials, Members of Congress and their staffers, advocacy organizations, and think tanks;
- Assist in the publication of newsletter (writing & editing);
- Undertake other projects as needed to further assist the External Relations team's work.

### Authority

- Work closely with the External Relations Officers and other ER colleagues to ensure that projects are completed on time and inquiries are responded to in a timely manner;
- Effectively manage time and priorities to meet all of the above responsibilities; and
- Identify goals to work toward over the course of the internship.

### Eligibility:

- Excellent interpersonal communication; strong research, analytical, writing, and editing skills;
- Superior command of the English language;
- Proficiency in PowerPoint and Microsoft Word;
- Demonstrated commitment or strong interest in international relations, refugee affairs, and humanitarian response;
- An understanding of the Congressional legislative process; and
- A sense of humor – not required, but welcome.

### Terms of internship

- Internships will be for 2-4 months for 20-40 hours per week.
- UNHCR offers full time Internships and Interns are responsible for their legal stay in the United States, health insurance, housing, and any other related documentation.
- There may be a small contribution for food and transport for those with no fellowship or institutional sponsorship.
- There is no expectation of employment at the end of the internship.

### Application details:

- Send a curriculum vitae (resume) and writing sample to [usawaint@unhcr.org](mailto:usawaint@unhcr.org)  
Note in the subject line "EXTERNAL RELATIONS UNIT INTERNSHIP"
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>