

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: U. S. Strategic Communications and Outreach

UNHCR Washington, DC

Internships will be for 2-4 months for 20-40 hours per week.

Background

Since 1950, UNHCR, the UN refugee 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 U.S. Strategic Communications and Outreach team provides information on global refugee crises and UNHCR's role protecting and assisting refugees to U.S. and Caribbean media outlets and engages U.S. audiences through strategic partnerships, digital outreach, campaigns, exhibits and events.

Accountability (key results that will be achieved)

- Gain unique knowledge about UNHCR's global role, capabilities, programs, and impact, and the role of communications and outreach in achieving UNHCR's mandate.
- Support staff with outreach, including media relations, digital media, multi-media projects, events, exhibits and campaigns to ensure public support for refugees and UNHCR.

Responsibility (process and functions undertaken to achieve results)

- Assist with monitoring U.S. and Caribbean media covering UNHCR's work, refugees, asylum seekers, and humanitarian assistance;
- Research and respond to information requests from the general public;
- Assist in the preparation of multi-media projects, graphic design, digital media;
- Attend relevant external events and prepare summaries of content;
- Undertake other projects as needed to further assist the U.S. Strategic Communications and Outreach team's work.

Authority (decisions made in executing responsibilities and to achieve results)

- Work closely with the U.S. Strategic Communications and Outreach team and other 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 special projects and goals to work toward over the course of the internship.

Eligibility:

- Possess an understanding of journalism, media relations and communications;
- Demonstrated commitment or strong interest in international relations, refugee issues, and humanitarian response;
- Superior command of the English language with excellent written and oral communication skills;
- Proficiency in PowerPoint, Microsoft Word, Excel; social media and graphic design.

Terms of internship

- 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 cover letter, curriculum vitae (resume) and writing sample to usawaint@unhcr.org
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>