

TERMS OF REFERENCE FOR INTERNSHIP: Global Communications Desk,
New York

3 June – 9 August 2019

30-40 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.

UNHCR's Global Communications Desk in New York merges key communications and engagement functions to build support and solidarity for the global refugee cause and UNHCR. The Desk is based in New York, with access to strategic global partners and media and combines staff from the News and Media, Content Production, Goodwill Ambassador and Digital Engagement teams. As an extension of UNHCR's Division of External Relations, the Desk will amplify headquarters-driven public outreach and communications. Moreover, situated in New York, an iconic centre of innovation, business, arts and culture, diversity, technology and media, the Desk will also originate activities and projects with measurable advocacy, engagement and multimedia impact on a global scale.

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 Global Desk team 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)

- Support key Global Desk projects culminating in June, including Global Trends 2019, World Refugee Day.
- Assist in the preparation of multi-media projects;
- Support planning and roll out of key external events and prepare post-event documents;
- Assist on all Global Desk media and public outreach related to projects and events as needed.

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

- Work closely with Global Desk team and relevant UNHCR and external 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 media relations and communications;
- Experience in supporting and/or organizing public events;
- 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 ghedini@unhcr.org
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>