

**Title:** Fundraising, Marketing and Communications Intern

**Location:** Toronto, Canada

**Unit:** Private Sector Partnerships (PSP)

**Duration:** Full-time for three to six months

**Supervisor:** Assistant Private Sector Partnerships Officer, Individual Giving

**Salary:** Unpaid 1.

**General Background:** The Office of the United Nations High Commissioner for Refugees (UNHCR), also known as the UN Refugee Agency, is the world's leading organization aiding and protecting people forced to flee their homes due to violence, conflict and persecution. UNHCR provides shelter, food, water, medical care and other life-saving assistance to refugees around the world.

The dream of most refugees is to return home. When possible, UNHCR helps refugees return to their homeland. When refugees can't go back home, we work to find opportunities for them to rebuild their lives in another country.

Join a dynamic team of national and international fundraisers at an organization investing in, and achieving significant growth in its private sector fundraising programs globally. We are committed to giving you the best experience possible as an intern within our organization. You will be doing meaningful work and gain practical skills in the area of fundraising, marketing and communications.

## **2. Role & Responsibilities:**

Reporting to the Assistant Private Sector Partnerships Officer, Individual Giving in Toronto and working within a small team of four individuals, the Fundraising Intern will have a chance to gain a wide range of fundraising experiences including:

- **Communications:** Project manage the development of donor communication materials including newsletters, magazines and emails. Provide proof-reading and fact-checking support to other members of the fundraising team
- **Digital Marketing:** Make updates on the website and social media.
- **Database Management:** Work in the donor database to manage donor records.
- **Stewardship:** Help to write letters, cards and make calls to donors to thank them for their contributions. Help to maintain stock of stewardship materials such as t-shirts, folders and cards.
- **Analytics and Reporting:** Assist with researching and analysing data for all fundraising and marketing efforts. Pull information for a variety of sources in order to report on the effectiveness of our marketing and communication materials.
- **Administration:** Helping with general administrative work and other tasks as requested.

## **3. Skills & Qualifications:**

- University degree or college diploma (completed or in progress) required.
- Experience in fundraising, marketing or communications an asset.
- Excellent oral and written communications skills.

- Ability to work under deadlines.
- Ability to work independently as well as part of a team.
- Good computer skills, in particular Microsoft Word, Excel and PowerPoint.
- Familiarity with editing tools such as Wordpress and Adobe Photoshop.
- Understanding of social media platforms such as Facebook and Twitter
- English speaking. French an asset.

#### **4. Benefits:**

An internship with UNHCR Canada means you will engage in the daily activities of our employees and gain real world experience while making a difference in the lives of people worldwide. Working with a seasoned fundraising professional team, you'll immediately embrace real, meaningful assignments. You will apply your educational knowledge to real-life situations while being urged to use your own creativity in your work. We will embrace your ideas as we want to learn just as much from you as you will from us!

#### **5. To apply:**

Interested applicants should send a resume and cover letter (consolidated into one document) to [persaud@unhcr.org](mailto:persaud@unhcr.org) with the subject line "Fundraising Internship Application". Please also indicate your availability for an internship including start date and term. Interviews will take on a rolling basis until the role is filled. Thank you for taking the time to consider this position. Please understand that only individuals chosen for the interview will be contacted. Unfortunately, we are not accepting phone calls at this time.