



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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## Internal / External Vacancy Notice

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### CANTO/PSP/VN/009 – PPH Mid-Level Intern

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<b>Location:</b>	<b>Toronto</b>
<b>Application deadline:</b>	<b>26 June 2019</b>
<b>Type of contract:</b>	<b>Internship</b>
<b>Duration:</b>	<b>2 to 8 months</b>
<b>Expected start date:</b>	<b>02 July 2019</b>

#### 1. General Background

The United Nations Refugee Agency (UNHCR) is the world's leading not-for-profit organization in helping and protecting the millions of people forced to flee their homes because of violence, conflict and persecution. We deliver life-saving assistance, including shelter, food and water while also safeguarding fundamental human rights, safety and dignity.

Our Canadian office is part of a global network that works in 126 countries, protecting over 68 million people. We were founded in 1950 as part of the United Nations effort to help people displaced by World War II. Since then we've been on the ground helping over 50 million people forced to leave their homes, and have received two Nobel Prizes for our work.

We're passionate about the people we help—and the amazing team of people who work for us. We thrive on excellence, integrity and respect for diversity. Our culture is dynamic, results-oriented and focused on change, ready to tackle the latest global humanitarian crisis. You'll be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who's not only ready to jump in at the start of this journey, but has the skills, energy and creativity to help shape what comes next.

#### 2. Purpose and Scope of the Assignment:

An internship with UNHCR Canada means the candidate 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, they will immediately embrace real, meaningful assignments. The candidate will apply their educational knowledge to real-life situations while being urged to use own creativity in their own work.

This intern position will be report to and work with Rachel Knope on the mid-level portfolio. In a larger context, this intern will be part of the Private Partnerships and Philanthropy team and have the opportunity to learn about how mid-level donors are cultivated and stewarded in person, at events, via email and via direct mail. This intern will learn about donor communication, relationship building, database management, administrative tasks, events, prospect research and more.

#### 3. Duties and Responsibilities

- **Communications:** Project manage the development of donor communication materials. Provide proof-reading and fact-checking support.
- **Events:** Lead and support on various stewardship and cultivation events. Scout venues, create and send invitations, manage RSVP lists and other logistics.
- **Prospect Research:** Use prospect research tools to create prospect briefings on a handful of mid-level donors.
- **Database Management:** Work in the donor databases to manage donor records.
- **Stewardship:** Help to write letters, cards and make calls to donors to thank them for their contributions. Help to organize donor stewardship events for mid-level donors.



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- **Analytics and Reporting:** Assist with researching and analyzing 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.

#### 4. Minimum qualifications required and key competencies:

- University degree or college diploma in progress or completed within the last 12 months
- Experience in fundraising, marketing or communications an asset
- Experience working with donors an asset
- Experience planning events 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.
- English speaking. French an asset.

Our office is located at Yonge and St Clair in Toronto. This position requires the candidate to work from the office. The position offered is either full-time or part-time but preference will be given to candidates with full-time availability. The end-date for the internship is flexible. A stipend will be paid.

To apply for this position, please send a copy of your resume and cover letter to [cant1adm@unhcr.org](mailto:cant1adm@unhcr.org) with “**CANTO/PSP/VN/009– PPH Mid-Level Intern**” in the subject line.

Please note that the receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview.

**WE REGRET WE DO NOT ACCEPT ANY PHONE CALLS**