
Database Internship Opportunity UNHCR Canada, Private Sector Partnership (PSP)

Location: Toronto, Canada
Start date: 5th August 2019
Duration: 5th August 2019 – 27th March 2020

The Private Sector Partnership (PSP) Office of the United Nations High Commissioner for Refugees (UNHCR) in Canada, Toronto, is offering a full time internship opportunity for a Database Intern.

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's working in 126 countries, protecting over 60 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 even received two Nobel Prizes for our work.

Purpose and Scope of the Assignment:

The database Intern will be part of a growing team that – due to a significant revitalization process – is set for transformational growth. The individual will assist in establishing and developing data best practices and will be integral in the process of maintaining data integrity in the lead up to these organizational changes.

Duties and Responsibilities:

- ☐ Manage the weekly import and export of data files for all direct mail and digital programs including assisting with data pulls for ongoing direct mail, telemarketing and email campaigns.
- ☐ Manage donor record updates, data clean-up and data integrity of the Raiser's Edge database.
- ☐ Generate queries and reports as needed from Raiser's Edge, especially as related to campaign performance.
- ☐ Actively participate in strategy meetings to support UNHCR's fundraising activities.
- ☐ Ensure accuracy in all data related analysis and reporting.

Minimum qualifications required and key competencies:

- ☐ Currently undertaking a bachelor degree in a related field such as Information Technology, Computer Science, Data Science, Statistics, Psychology and/or Business Administration.
- ☐ Ability to work independently as well as part of a team with an interest in international affairs.

To apply for this position, please complete a copy of the UN Personal history form and send it along with your resume and cover letter to cant1adm@unhcr.org with “**Database Intern**” in the subject line.



UNHCR

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

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

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