



UNHCR

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

Internal / External Vacancy Notice

CANTO/PSP/VN/016 – Digital Intern

Location:	Toronto
Application deadline:	17 September 2019
Type of contract:	Internship
Duration:	8 months
Expected start date:	September 2019

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 are 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 will 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. Role & Responsibilities:

The Private Sector Partnerships Office of the UNHCR in Toronto is seeking a Digital Fundraising Intern to assist the Digital Fundraising Team with marketing campaigns and to contribute towards the fundraising goal of the office. The intern will have the opportunity to deepen their knowledge and experience in digital marketing as well as their experience within a not-for-profit/international organization.

Duties and responsibilities include:

- Digital Marketing: Creating and updating donation pages, advocacy pages and other landing pages to improve appearance, conversion rates and tracking.
- Peer to Peer Fundraising: Assist the digital team in stewarding peer to peer fundraisers, including sending emails, calling, sending welcome materials and fundraising kits.
- 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 within previous 12 months or currently in progress) required. Degree or diploma in the area of communications, marketing or digital marketing an asset
- Basic HTML and CSS skills a strong asset
- Experience with photo and video editing a strong asset



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- Bilingual (French and English) an asset
- Excellent oral and written communications skills

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 fill in the UN **Personal History/Supplementary forms**, found on our website <https://www.unhcr.ca/careers/> and send those forms along with your application to cant1adm@unhcr.org. Please indicate **"CANTO/PSP/VN/016– Digital Intern"** in the subject line.

The Applications/Forms must be **submitted in English**. Applications without UN Personal History forms **will not be considered.**

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