
Terms of Reference

Position Title: Communications (Graphic Design + Video) Intern

Location: Ottawa, Canada

Unit: Communications/External Relations Unit

Duration: Full or Part Time, for 4 months (6 January to 30 April 2020)

Remuneration: in keeping with UNHCR guidelines

1. General Background:

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR is working in some 128 countries and has been in Canada since 1976.

Communications play an important role in the protection of persons of concern to UNHCR. UNHCR Communications teams promote awareness and understanding of the work of UNHCR. This goal is undertaken through provision of communications and educational materials to help keep the public well-informed and to build further support for refugees around the world.

The Communications (Graphic Design + Video) Internship is within UNHCR Canada's Communications/External Relations Unit and the selected candidate will work alongside the Communications Team in Ottawa. This exciting paid internship is a unique opportunity to gain experience in and support UNHCR's communications, awareness and advocacy efforts in Canada.

2. Duties & Responsibilities:

We are seeking an intern for a duration of four months (6 January to 30 April 2020), based in Ottawa. This is an excellent opportunity for someone wishing to gain knowledge, professional experience and exposure to the work of UNHCR. The selected candidate will lead and create various graphic and video projects into finished products that will relay the work of UNHCR in a quick, clear and engaging manner. The selected candidate will ensure that all of our content is consistent with UNHCR's Brand Elements.

Areas of work may be adapted in the course of the internship to better fit the intern's interest and profile as well as the Unit's needs.

3. Skills & Qualifications:

- Background in Media & Design or related discipline
- Experience in graphic design and an eye for aesthetics with presentation materials
- Ability to manipulate and edit video pieces, and create rough and final cuts
- Proficiency in design software, website design and content management, Microsoft office products, etc.
- Basic knowledge of social media, particularly Facebook and Twitter
- High aptitude for details and multitasking abilities

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. As part of the Communications unit, you'll be exposed to a series of topics regarding refugee and immigration issues within the Canadian context as well as the work of UNHCR worldwide. You will apply your educational knowledge to real-life situations while being urged to use your own creativity in your work.

5. To apply:

Interested candidates should fill out a UNHCR Personal History Form, available at <http://www.unhcr.org/recruit/p11new.doc> and send it along with a resume and cover letter to nyembwe@unhcr.org with the subject line "Communications (Graphic Design + Video) Internship".

All applications must be received with a covering letter by **5:00 PM, Friday, 20 December 2019**.

Please be informed that only selected candidates will be contacted. Interviews will take place in Ottawa.