



# 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/VN22/002 - Communication Intern

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**Location:** Toronto, Ontario  
**Duration:** 8 Months  
**Application Deadline:** Ongoing

#### 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 135 countries, protecting over 80 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 have been on the ground helping over 80 million people forced to leave their homes and have even 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 is 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 Assignment

The Private Sector Partnerships Office of the UNHCR in Toronto is seeking a Communications Intern to assist the Marketing and Communications Team with digital content curation and production for our lead generation campaigns to help further increase the brand awareness and to contribute towards the fundraising goal of the office. The intern will have the opportunity to deepen their knowledge and experience in communications and digital content creation as well as their experience within a not-for-profit/international organization.

#### Duties and Responsibilities:

- **Communications:** Help with the development of donor communication materials including stories, newsletters, magazines and emails. Provide proof-reading and factchecking support to other members of the fundraising team.
- **Digital Content Creation and Production:** Assist with digital content gathering and creation to support the Marketing and Communication team's lead generation campaigns.
- **Analytics and Reporting:** Assist with researching and analysing data for communications and marketing efforts. Pull information for a variety of sources in order to track social media reach and mentions. Help with the maintenance of a social influencer database for our lead generation campaigns.
- **Administration:** Help with general administrative work and other tasks as requested.



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## Qualifications and Experience

- University degree required (completed within previous 12 months or currently in progress). Degree in the area of communications, journalism, marketing or digital marketing an asset
- Excellent oral and written communications skills
- Excellent proofing and copy-editing skills
- Microsoft Office skills (particularly Excel, PowerPoint and Word) a strong asset
- Basic HTML and CSS skills a strong asset
- WordPress skills a strong asset
- Experience with published feature writing a strong asset
- Experience with photo and video editing a strong asset
- Experience with social media (Twitter, Facebook, LinkedIn, Instagram) a strong asset
- Bilingual (French and English) an asset
- Team player with a positive attitude and willingness to learn new skills

## Eligibility

### **Interns must be eligible to work in Canada**

In order to be considered for an internship, candidates must meet the following criteria:

- Recent graduate\* or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant to, or of interest to, the work of the organization.

*\*Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.*

### **Food and Local Transportation Allowance**

Interns who do not receive financial support from an outside party will receive an allowance to support costs related to food and local transportation.

The maximum allowance for a full-time internship is \$1000 USD. UNHCR working hours are from 9-5 Monday through Friday.

The duty station for this internship is Toronto. Individuals applying from other provinces are responsible for associate travel cost to Toronto.

### **Medical insurance**

The selected candidate for the internship is required to provide proof of health insurance as part of his/her hiring documents. UNHCR internship contract does not include any medical insurance coverage.

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 **cover letter** and **CV** to [cant1adm@unhcr.org](mailto:cant1adm@unhcr.org). Please provide the exact date of enrolment and completion of your studies on the cover letter. Additionally, please indicate “**CANTO/PSP/VN22/002- Communication Intern**”

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**