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## Internal / External Vacancy Notice

### Fundraising Intern – JR2558897 CANTO/PSP/VN/25-008

**Location:** Montreal Based Reporting to Toronto Office  
**Title:** Fundraising Intern  
**Application deadline:** 23 January 2026  
**Type of contract:** Internship  
**Duration:** 8 months from the start date of the contract  
**Expected start date:** 01 March 2026  
**Workday Reference:** JR2558897

#### 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 68 million people forced to leave their homes and have even received two Nobel Prizes for our work.

Within the Private Sector Partnerships (PSP) team, we fundraise from individual Canadians, business, and Foundations. 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 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. Operational Context

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.

The purpose of this internship is to support PSP Canada's efforts to better engage the Quebec fundraising market, particularly within the Montreal area. This internship offers a strategic opportunity to assess future needs and build localized capacity.

The intern will work under the direct supervision of the Senior PSP Officer (Head of PSP Canada) and the operations team. The role focuses on enhancing communication and outreach to French-speaking donors and prospects. By leveraging the intern's bilingual capabilities, PSP Canada aims to improve donor engagement, expand its supporter base, and develop region-specific fundraising strategies aligned with UNHCR's goals.

#### **Duties and Responsibilities:**

- Support the Senior PSP Officer in developing and executing fundraising strategies tailored to the Quebec market.
- Assist in building and strengthening relationships with existing French-speaking donors through personalized, language-specific engagement.
- Coordinate and support the planning, logistics, and execution of fundraising events in Montreal, including donor receptions, community outreach events, and partner activations.
- Conduct prospect research to identify potential French-speaking individual donors, foundations, and corporate partners in Quebec.
- Translate, adapt, and localize donor-facing materials and outreach content into French to ensure cultural and linguistic appropriateness.

- Engage French-speaking donor prospects through direct outreach, personalized communications, and follow-up efforts.
- Provide timely and responsive communication to donors and prospects, contributing to donor satisfaction and retention.
- Gather and analyze insights on Quebec's fundraising landscape, donor behaviors, and market trends to inform future initiatives.
- Maintain and update donor databases with accurate information, including language preferences, interactions, and event participation.
- Draft and prepare donor correspondence, impact reports, event invitations, and email communications in both French and English.
- Collaborate with PSP Canada's national team to ensure regional activities align with broader organizational fundraising goals and branding.
- Fluency in both written and spoken French and English is required.

**Minimum qualifications required and key competencies:**

- University degree or college degree in progress (completed at least 2 years of Study) or completed within the last 24 months required. A Degree in Communications, Marketing or International Development is an asset
- Strong attention to detail
- Excellent oral and written communications skills
- Ability to work quickly and efficiently under deadlines.
- Ability to work independently as well as part of a team.
- Good computer skills, in particular Microsoft Word, Excel and PowerPoint
- Knowledge of or experience in database entry/management an asset
- Fluency in both written and spoken French and English is required.

**3. Eligibility Criteria**

Applicants must be legally eligible to work in Canada at the time of application. This includes individuals with one of the following statuses:

- Canadian citizen
- Permanent Resident of Canada (with valid documentation)
- Holder of a valid work permit or other written authorization under the federal Immigration and Refugee Protection Act.

**4. 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 \$ 1,783.54 a month. UNHCR working hours are from 9-5 Monday through Friday.

The duty station for this internship is **Montreal**.

**5. Submission of Application**

To apply for this position, please visit the [UNHCR career webpage](#).

Please note that only shortlisted candidates will be contacted - We regret we do not accept any phone calls.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).



The UNHCR workforce consists of many diverse nationalities, cultures, languages, and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.

Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation, and gender identity. UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, or training).

We welcome applications from candidates with a refugee or stateless background.