



# 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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### Individual Giving Intern – JR2666853 CANTO/PSP/VN/26-004

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**Location:** Toronto  
**Title:** Individual Giving Intern  
**Application deadline:** 29 May 2026  
**Type of contract:** Internship  
**Duration:** 8 months from the start date of the contract  
**Expected start date:** 01 July 2026  
**Workday Reference:** JR2666853

#### 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—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. 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 Donor Care Intern supports the Donor Care team in delivering exceptional service to donors and strengthening long-term relationships. This role assists with responding to donor inquiries, processing donations, maintaining accurate records in the CRM system, and supporting acknowledgment and stewardship activities. The intern may also help prepare donor communications, generate reports, and contribute to special projects that enhance the donor experience.

#### Duties and Responsibilities:

- **Digital Marketing:** Creating and updating donation pages, advocacy pages and other landing pages to improve appearance, conversion rates and tracking.
- **Email Fundraising:** Assist the digital team in stewarding donors and supporters, including preparing and sending emails.
- **Creative Support:** Collaborate with team to develop new creative for digital ads, direct mail and television. Help write campaign briefs to share with existing agencies.
- **Analytics and Reporting:** Assist with researching and analyzing 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.
- **Market Research:** Research current market trends and scope new vendors for donor acquisition program. Present ongoing learnings and recommendations to team.
- **Administration:** Helping with general administrative work and other tasks as requested.



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- Learning and Development: Participate in training sessions, team meetings, and workshops.

### **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 written and spoken English. French language skills are a strong asset.

### **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 \$ 2,050.34 a month. UNHCR working hours are from 9-5 Monday through Friday.

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

### **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.