



INTERNSHIP

Intern for Online Communications

EXTERNAL RELATIONS AND COMMUNICATIONS SECTION,
UNITED NATIONS VOLUNTEERS

Department: External Relations and Communications Section

Location: Bonn, Germany

Duration: Six months

Starting date: 1 October 2020 or later

Deadline for applications: 31th July 2020

Contact person: Amina Said – amina.said@unv.org

Background

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism. UNV is active in around 130 countries every year. With Field Presences in over 60 countries, UNV is represented worldwide. UNV is administered by the United Nations Development Programme (UNDP).

UNV is headquartered in Bonn, Germany and has approximately 130 staff positions – with some positions in five of its Regional Offices and in different Field Units around the world, and in other Headquarters locations (e.g. New York and Tokyo).

The External Relations and Communications Section builds and nurtures corporate donor relations, strategically leads the donor resource mobilization platform and pursues coherent communications efforts to highlight the value of volunteerism for peace and development and the contributions of UNV and UN Volunteers.

The intern (Online Communications) will have the opportunity to learn about the work carried out by UN Volunteers with UN agencies in the field to advance peace and development, and to publicize and promote their work through the creation of online communications materials for publishing on UNV's websites and platforms.



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This internship is a perfect fit for a student/graduate of communications, journalism, ICT, public relations, marketing, political science or international development, looking to expand her/his career in the field of corporate communications.

Duties and responsibilities

Under the direction of the Communications Specialist/Online Communications Manager, External Relations and Communications Section, the incumbent is expected to contribute to:

- Writing content on UNV results and partnerships, and the experiences of UN Volunteers;
- Supporting marketing and outreach to potential UN Volunteers;
- Updating and uploading content to corporate web pages;
- Generating infographics or animations to illustrate UNV partnerships, processes and data;
- Supporting the sourcing, assessment and planning of editorial content; and
- Generating analytics on web and editorial reach and use.

Learning opportunities for the intern

- General understanding of the work and mission of the United Nations Volunteers (UNV) programme, and of the contribution of volunteerism to peace and development effectiveness;
- Hands-on experience with the preparation, research and production of communications materials and case studies, including corporate editorial and outreach processes and training on our content management system (Drupal);
- Insight into issues of modern corporate and partnership communications;
- Experience working in an international organization and in a multicultural environment.

Qualifications & Experience

- Excellent oral and written communications and research skills in English;
- Writing and/or editing experience for online and/or print publications;
- Experience of web content management systems (for example Drupal);
- Previous experience using design and multimedia software such as Adobe InDesign, Illustrator and/or Animate;
- Previous experience using Photoshop or other photo editing software;
- Research abilities and strong interest in and knowledge of global events;
- Creative open-minded team player with strong initiative and a willingness to learn;
- In addition to an excellent English language skills, fluency in another official United Nations language is an asset.



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Interns are selected on a competitive basis. **Applicants to UNV internships must at the time of application meet one of the following academic requirements:**

- (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

General Terms and Conditions

- [UNDP Conditions of Service](#) for interns apply for interns working at UNV Headquarters;
- The Internship Programme operates on a non-remunerative basis. Costs and arrangements for travel, visa, accommodation and living expenses are the responsibility of the intern;
- The purpose of the Internship Programme is not to lead to further employment with UNV but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship;
- UNV accepts no responsibility for the intern's medical insurance or for costs arising from illness during the internship. Interns are required to provide proof of medical insurance coverage;
- Only short-listed candidates will be contacted. Shortlisted candidates may be requested to take a written test and/or interview.
- Since 1 January 2020 UNDP interns are provided a monthly stipend to cover costs associated to the internship. The stipend amount varies from duty station to duty station. The amount can also vary depending if a selected candidate receives financial support from a nominating institution, related institution or government.
- This internship post is sponsored by the Korea Sanhak Foundation (<http://sanhakfund.or.kr/>) and is addressed exclusively to nationals of the Republic of Korea.

Applications (CV, cover letter, dates of your availability, and a short sample of original writing in English) should be sent via e-mail to amina.said@unv.org.

Incomplete applications will not be considered.