

Internship – UN Women Nordic Liaison Office

From 1 February 2018 – 31 July 2018

Location: UN City, Copenhagen

UN Women is the UN organization dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established to accelerate progress on meeting their needs worldwide.

UN Women supports UN Member States as they set global standards for achieving gender equality, and works with governments and civil society to design laws, policies, programs and services needed to implement these standards. It stands behind women's equal participation in all aspects of life, focusing on five priority areas: Increasing women's leadership and participation, ending violence against women, engaging women in all aspects of peace and security processes, enhancing women's economic empowerment, and making gender equality central to national development planning and budgeting. UN Women also coordinates and promotes the UN system's work in advancing gender equality.

UN Women Nordic Office, located in UN City in Copenhagen, works through on-going dialogue, lectures, public events, private sector partnerships and outreach to keep governments, parliamentarians, private sector, media and other partners informed about UN Women's work and its essential role within gender equality and women's empowerment. The Nordic Office also co-operates closely with sister UN organizations, national and international organizations in the Nordic region.

The internship will start 01 February 2018 and end 31 July 2018. Under the supervision of the Director of the UN Women's Nordic Office, your main duties are:

- Monitor national media in Nordic countries on issues related to the work and mandate of UN Women and report on relevant media coverage, including sending out a bi-weekly news update.
- Carry out national political surveillance on issues related to the work and mandate of UN Women and report on relevant developments in government policies in the respective countries.

- Translate and distribute corporate updates, statements and press-releases through national media outlets and write executive summaries on relevant documents and reports.
- Support in the preparation and coordination of events and high-level visits to the region, including drafting of briefing notes and talking points for UN Women officials.
- Assist in identifying opportunities for UN Women in private sector, amongst other things
- Support communications efforts and organize outreach activities with private sector and foundations, and set up meetings and events to promote and improve UN Women's private sector cooperation.
- Participate in, and provide input to, joint advocacy and communication activities with UN sister organizations;
- Host visits and present UN Women to students and other visitors;
- Handle inquiries from students and the public;
- Any other duties as required.

Required qualifications:

- Completed at least two years of undergraduate study.
- Be currently enrolled in a university or graduate school and have attended courses in the past 12 months.
- A strong command of written and spoken English.
- Preferably excellent written communication skills in a Nordic language.

The internship is full time. You must have full insurance coverage during the entire internship and provide evidence of this.

Send your application in English consisting of a CV and a cover letter (preferably in one document) to Agnes Klem (agnes.klem@unwomen.org) no later than 31 October 2017.

Please mark the subject of your e-mail and application: *Internship Spring 2018_Your Name_Your Country.*

Interviews are scheduled to take place in mid-end November. Please note that we are unfortunately not able to respond to each applicant individually. If you have been chosen for an interview, you will be contacted directly by us.

For more information on UN Women please visit: www.unwomen.org