

## Internship at the UN City Public Diplomacy and Communications Office

Spring 2019, UN City Copenhagen

### **Objective**

Are you passionate about the work of the United Nations, and looking to gain experience within communications and public diplomacy? The UN City Public Diplomacy and Communications Office (UNPDC) offers one internship in the spring of 2019 for outstanding graduate level students. The internship poses a unique opportunity to acquire direct exposure to the work of the UN and strategic communication in practice.

### **Background of Internship**

UN City Copenhagen opened in the spring of 2013 and is an energy efficient and award winning LEED- certified office building in Nordhavn. It houses approximately 1,500 UN staff members from 11 different UN organizations. The UNPDC is dedicated to external, internal and digital communications related to UN City, the UN's mission of *One UN*, Sustainability and the work of all UN organizations present in UN City Campus 1 and 2.

The target audiences of the UNPDC include but are not limited to the private sector, educational institutions, the actively interested general public, organizations and institutions, government agencies, the media and UN City staff.

UNPDC is responsible for the UN City visitor's centre and strategic communication across external as well as internal communication channels. The office works in close cooperation with the UN organizations in Denmark, NGO's and civil society, governmental agencies and other stakeholders.

### **Description of Tasks**

- Organize and give guided tours to a range of different groups
- Undertake lectures to students and special interest groups
- Update and monitor the UN.dk website in English and Danish
- Manage UN City's social media platforms: Facebook, Twitter and Instagram
- Update and monitor the UN City intranet
- Coordinate communications between internal and external parties and serve as a 'point of contact' for requests for information on UN City
- Support meetings/conferences with internal and external stakeholders
- Participate in and prepare agendas and write minutes from monthly coordination meetings between all UN City agencies
- Support outreach activities with UN organizations and private sector, government agencies and foundations
- Produce publications/articles/information materials and PowerPoint presentations for UN City
- Translate and distribute corporate updates, statements and press-releases through national media outlets and write executive summaries on relevant documents and reports
- Monitor Danish and international media for mentions of UN City, UN in Denmark and other relevant news when needed

- Video production
- Any other duties as required

The internship provides an opportunity to supplement the theoretical knowledge of the intern with practical and hands-on communication.

### **Preferred Qualifications**

The intern is selected on a competitive basis placing emphasis on the following qualifications:

- Strong verbal and written communication skills in Danish and English
- Demonstrated interest in the field of communications and/or international diplomacy or international relations
- Web management skills, experience with CMS
- Photo editing skills/graphic design experience are considered an asset
- Video production skills are considered an asset
- Applicants must be enrolled in a full-time university degree program in a graduate school (Master's or equivalent) at the time of application and for the duration of the internship
- Applicants must demonstrate a keen interest in the work of the United Nations and have a personal commitment to the ideals of the UN Charter

### **Conditions/Financial Issues**

UNPDC does not pay for internships. The costs associated with the internship must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation, etc.

This full-time internship (40 hours per week) will commence in February 2018 and last six months. Depending on the intern's university, ECTS/credits may be possible.

### **How to Apply**

Please send your resume (CV) and a cover letter to Flemming Johannesen ([flemming.johannesen@one.un.org](mailto:flemming.johannesen@one.un.org)) no later than 11 November 2018.