



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Marketing and Emergencies Internship

Private Sector Partnerships (PSP)

UNHCR, the UN Refugee Agency, is offering a Marketing and Emergencies Internship within the *Private Sector Partnerships Service* in our *Copenhagen Headquarters in Denmark*.

This exciting internship is a unique opportunity to gain experience in fundraising communication, campaigns and emergencies within UNHCR's Global Private Sector Partnerships (PSP) team and support UNHCR's private sector fundraising efforts around the world.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 138 countries, using our expertise to protect and care for millions of people.

Title: Marketing and Emergencies Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Closing date: 10 April 2019

Start date: May 2019

Organisational context

UNHCR's PSP service raises funds from private sector donors to support UNHCR's work. UNHCR is almost entirely funded by direct, voluntary contributions, the bulk of it from donor nations. However, support from the private sector is growing. In 2018, UNHCR raised some USD 423 million from the private sector.

The position

We are seeking a dynamic and proactive intern, with a strong interest in communication and refugee issues, to complete a six-month internship within UNHCR's Marketing and Emergencies section.

The section is charged with ensuring that UNHCR's private sector fundraising network has the content, tools, resources and best practice communication products (including related to emergencies) to run an effective fundraising programme that enables income generating teams to deliver increased resources to UNHCR's budget. The team provides a global service that cuts across PSP income generating streams, supporting PSP markets in the acquisition and retention of donors and helping them boost UNHCR brand equity and improve brand coherence.

Duties and responsibilities

- Coordinate the production of a weekly e-newsletter, gathering compelling UNHCR content from across the world
- Assist with the creation of engaging thematic content packages distributed to PSP markets worldwide
- Coordinate regular team and other meetings (including preparing agenda and minutes)
- Research the latest statistics, messaging and refugee stories for donor reports
- Provide administrative support to the team, including support on work related to the global campaigns and Private Partnerships and Philanthropy (PPH) campaigns
- Supporting PSP events at UN City in Copenhagen, e.g. workshops and external events
- Other tasks as needed

Essential minimum qualifications and professional experience required

The ideal candidate will:

- Be a recent graduate (completed studies within one year) or current student in a graduate/undergraduate school programme from a university or higher education

facility accredited by UNESCO; have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR

- Be available to work full time (40 hours) for a six-month period
- Be a strong communicator with fluency in English (advanced writing and editing skills)
- Have excellent research and organizational skills
- Knowledge of digital media, content management systems or other web-based applications (knowledge of email marketing software such as ExactTarget or MailChimp will be considered an asset)

Location

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

Conditions

The internship is for six months and the start date is in May 2019. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week). Please note that the terms of internship as defined by UNHCR practice include the payment of a Food and Local Transportation Allowance.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to DENCOCMUHR@UNHCR.ORG indicating *Marketing and Emergencies Intern* in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

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, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.