



## Communications Interns – UN City Communications

Location:	Copenhagen, Denmark
Application Deadline:	06-Nov-23
Type of Contract:	Internship
Languages Required:	English
Expected Starting Date: (date when the selected candidate is expected to start)	01-Feb-2024
Expected Duration of Assignment:	6 months

Do you want to communicate about the 17 Sustainable Development Goals and gain experience within video production, graphic design, and photography? The UN City Communications Office is looking for two interns for the spring semester of 2024. The internship is an opportunity to get acquainted with the work of the United Nations and corporate communications in practice. UN City Campus 1 opened in summer of 2013 and houses approximately 1,700 UN staff members from 11 different UN organisations. The UN City Communications Office is dedicated to external, internal and digital communications related to the work of all UN organisations present in UN City, the Sustainable Development Goals and the United Nations.

### Main Tasks:

- Produce articles, videos, photos, digital content and concept notes for UN City.
- Organise and give presentations to a range of different interest groups to showcase the UN City, the work of the 11 resident agencies and the Sustainable Development Goals.
- Coordinate communication between internal and external parties and serve as a 'point of contact' for requests for information on UN City.
- Assist in managing UN City's social media accounts on Facebook, Twitter, LinkedIn and Instagram.
- Responsible for the production of our internal newsletter.
- Plan and execute public events, conferences, talks and high-level visits.
- Update and monitor the UN.dk website and the UN City intranet.
- Participate in and write minutes from monthly coordination meetings between all UN City agencies.
- Support meetings/conferences and outreach activities with internal and external stakeholders.
- Assist in coordinating communications efforts among all UN City agencies.
- Any other duties as required.

### Preferred Qualifications:

The interns are selected on a competitive basis placing emphasis on the following qualifications:

- Strong verbal and written communication skills in English. Fluency in one or more of the official UN languages is a plus.
- Experience with photo editing, graphic design and video production.
- Web management skills and experience with CMS and WordPress.
- Documented interest in the field of communications, international relations and the work of the United Nations.



**Educational Qualifications:**

Applicants within the following fields of study will be preferred: Communications, Journalism, Political Science, International Relations, Development Studies or related fields. Applicants must at the time of application be enrolled in either an undergraduate programme, a postgraduate programme or be in a gap year between an undergraduate and graduate programme.

**Conditions:** The full-time internship (40 hours per week) will commence in February 2024 and last six months. Depending on the intern's university, ECTS/credits may be possible. The interns may receive a monthly stipend for the duration of the internship.

**How to Apply:** Please send your resume (CV) and a cover letter in English to [communications@uncity.dk](mailto:communications@uncity.dk) no later than 6 November 2023.