

Internship Opportunity with THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) IN GUATEMALA Summer 2024

POSITION:	Communications Intern
LOCATION:	Guatemala City, Guatemala. Remote internship: intern does not travel to or for the internship. The internship is conducted 100% remotely.
DESCRIPTION OF HOST ORGANIZATION:	<p>The National Office in Guatemala opened in 2015 in order to strengthen UNHCR's protection work in the region as part of the UNHCR's Regional Protection and Solutions Strategy for the countries in the North of Central America (NCA). Central America is suffering a wave of violence stemming from organized criminal groups, including record high homicide rates, sexual violence, disappearances, forced recruitment into gangs, and extortion. The epidemic of violence is compelling a diverse range of people to flee their homes and to seek international protection, particularly in bordering and nearby countries. The United States of America, Belize, Costa Rica, Guatemala, Honduras, Mexico, Nicaragua, Panama and El Salvador are all affected, either as countries of origin, transit or destination, and in some cases, in a combination of these.</p> <p>In line with its Global Communications Strategy, UNHCR Guatemala is seeking a skilled intern with a flair for visual design and proficiency in technology to assist in addressing the organization's communication challenges. We specifically need support in graphic design for social media and print content related to special days like World Refugee Day and LGBTQIA+ Pride Day. The designs should meet our quality standards and brand guidelines.</p> <p>Additionally, we require assistance in translating all materials into English for a broader audience. The selected intern will play a crucial role in transforming text-based communications into visually appealing graphic design materials, producing news and feature packages for our website, social media channels, and distribution to media partners.</p> <p>This internship offers a valuable opportunity to contribute to our communication efforts on a short-term basis, allowing the intern to gain practical experience in graphic design and content creation.</p>
INTERN'S DUTIES AND RESPONSIBILITIES:	<p>Under the overall supervision of the Senior Assistant Communications in Guatemala, the intern will produce communications materials including basic graphic design and digital content. In particular, the intern will:</p> <ul style="list-style-type: none"> • Contribute to the production of content for the UNHCR social media accounts in Guatemala. • Accurately translate materials from Spanish to English for a broader audience. • Develop visually appealing designs for social media and print, aligning with brand guidelines. • Transform text-based communications into compelling graphic design materials. • Work closely with the communications team, effectively communicating ideas and concepts. • Ensure alignment with UNHCR's global branding and messaging. • Perform other related duties as required. <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> • Student of Graphic Design, Communications, Public Relations, Advertising, or another relevant field. • Very good knowledge of Spanish (written and oral) mandatory. • Fluency in English (written and oral) mandatory. • Availability for 12 weeks. • Capacity to adapt to the requirements of the operation and to be a good team player.

	<p>The ideal candidate will hold/have:</p> <ul style="list-style-type: none"> • Demonstrated skills graphic design; knowledge of video and or photo editing software is an advantage. • Excellent writing, editing and analytical skills; • Demonstrated skills in social media and online communications tools/platforms; • Pro-active, effective team player, with strong interpersonal and communication skills, easily adaptable to a multi-cultural environment; • Strong organizational skills and attention to detail; <p>Note on eligibility: An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.</p> <ul style="list-style-type: none"> • 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.
HOURS:	Full-time, 35 hours per week
DATES:	12 weeks from May until July. (Dates to be finalized with host organization)
RENUMERATION:	\$6,720 CAD issued to the intern through a Faculty of Arts Internship Award.
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings
APPLICATION DEADLINE:	February 11,2024
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW) - Minimum CGPA of 2.7* - Returning to McGill in the same program in the fall semester following the internship - Fulfill Faculty of Arts requirements as outlined in the Interns Handbook https://www.mcgill.ca/arts-internships/resources - Provide proof of medical insurance for duration of internship
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL ARRANGEMENTS:	N/A
ACCOMMODATIONS:	N/A

Please Note:

We will get back to you shortly after the deadline if you are selected for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

Students who do not receive offers will be notified on a rolling basis as decisions are made.

**If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.*