



Internship Opportunity with THE OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) OTTAWA - Summer 2024

POSITION:	Communications Intern
LOCATION:	<p>Ottawa, Ontario. In-person internship: intern is expected to intern at the host organization office location.</p> <p>OR</p> <p>Remote internship: intern <u>does not travel to or for</u> the internship. The internship is conducted 100% remotely.</p> <p><i>Please indicate in your application whether you are applying for remote or in-person.</i></p>
DESCRIPTION OF HOST ORGANIZATION:	<p>The United Nations Refugee Agency (UNHCR) is the world’s leading not-for-profit organization in helping and protecting the millions of people forced to flee their homes because of violence, conflict, and persecution. We deliver life-saving assistance, including shelter, food and water while also safeguarding fundamental human rights, safety, and dignity.</p> <p>Our Canadian office is part of a global network that works in 135 countries, protecting over 80 million people. We were founded in 1950 as part of the United Nations effort to help people displaced by World War II. Since then, we have been on the ground helping over 80 million people forced to leave their homes and have even received two Nobel Prizes for our work.</p> <p>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.</p>
INTERN’S DUTIES AND RESPONSIBILITIES:	<p>The Communications and External Relations team is seeking an enthusiastic and digital-savvy Communications Intern. This is a unique opportunity to gain experience within an international humanitarian organization, working to raise the profile of UNHCR’s work through the creation of a wide array of communications materials. Whether supporting UNHCR’s digital channels or creating exciting content, this role will provide insight and experience in communications work as well as administrative and team support.</p> <p>Duties and Responsibility</p> <ul style="list-style-type: none"> • Digital Marketing: Support with the day-to-day management of UNHCR Canada’s website and social media accounts. • Creative Support: Collaborate with the team to create digital content for various campaigns, publications, and outreach activities. Support with general writing requirements and editing as needed. • Storytelling: Research possible stories of positive contributions of refugees and asylum-seekers in Quebec and Canada. Conduct interviews and write compelling stories for publication on digital platforms. • Media Relations: Assist with daily monitoring and digests of media coverage in Quebec and across Canada. Maintain an up-to-date database of journalists who cover international aid, humanitarian issues, foreign policy and immigration-related stories in Quebec and Canada. Research new media channels that appeal to younger demographics. • Public Inquiry Support: Manage general inbox and other administrative duties as required. • External Relations: Support government relations and donor visibility as needed. • Complete other duties as assigned. <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"> • Have completed at least two years of undergraduate studies in a field relevant to, or of interest to, the work of the organization.

	<ul style="list-style-type: none"> • Excellent written and oral communication skills, with a strong capacity to provide accurate information clearly and concisely. • Proven experience in writing for a wide variety of supports for both internal and external audiences, or keen interest in learning how to do so. • Comfortable working in social media. • A keen eye for a good story, and a high level of maturity and diplomacy when conducting interviews. • Strong organizational skills, attention to detail and ability to learn quickly. • Capable of multi-tasking with several competing requests and effectively managing priorities. • Comfortable learning and demonstrating problem-solving skills to complete project deliverables. • Proven ability to work under pressure and meet deadlines in a fast-paced environment. • Functions effectively in a virtual team environment, with strong interpersonal and relationship-building skills. • Basic knowledge of public policies around refugee issues, and motivation to work in mobilizing the public in support of refugees. • Bilingualism (English/French) is a strong asset. • Translation experience is a strong asset.
HOURS:	Full time (35 hours per week). 9 AM to 5 PM, Monday through Friday.
DATES:	12 weeks between May 6 to July 26, 2024.
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"> - Full time McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW, MIS) - Minimum CGPA of 2.7* - Returning to McGill in the same program in the fall semester following the internship - Have completed at least two years of undergraduate studies in a field relevant to, or of interest to, the work of the organization. - 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 - NOTE: 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 a UNHCR internship.
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
ACCOMMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
Medical Insurance	The selected candidate for the internship is required to provide proof of health insurance as part of their hiring documents. UNHCR internship contract does not include any medical insurance coverage.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ENTRY REQUIREMENTS:	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</p>

Please Note:

**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.*

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.