



Internship Assignment

Communications and Outreach (CO) Programme
UNFCCC English Newsroom and Social Media

Announcement number	Application deadline	Duration of assignment
18/Intern05/CO-English Newsroom	31 March 2018	Three to six months

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Kyoto Protocol. The programme leads the public advocacy work of the UNFCCC Secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

Objectives of the internship assignment

Under the supervision of the Newsroom Editor, the intern will assist the CO programme in ensuring the timeliness and quality of the secretariat's digital content and supporting activities in English, both for the secretariat's Newsroom and for social media.

The particular functions are:

- Assist in the preparation of written content for the UN Climate Change Newsroom in English;
- Prepare new and update existing written outputs such as featured articles, blog posts, Tweets, Facebook/ LinkedIn/ Instagram posts, to reflect UN Climate Change negotiations and to showcase climate action around the world;
- Assist with targeted social media campaigns and prepare social media kits, including web cards and draft messages, for sharing within the wider UN system and relevant NGOs and agencies;
- Edit videos using basic editing tools and help create social videos;
- Assist in ensuring the continuous monitoring and maintenance of the secretariat's English language portal, keeping it up to date by writing about news and events, and creating announcements and features;
- Monitor and analyse statistics related to social media content;
- Assist with Executive Communications as required (research for speech writing and briefing notes).



Timeframe

The internship is for a period of minimum three to maximum six months. The internship programme runs throughout the year. Candidates are therefore encouraged to apply at their earliest convenience, clearly indicating in their cover letter the preferred time period and the duration of the internship.

Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a Master's programme at a recognized university at the time of application and for the duration of the internship. Candidates must be fluent in English (both oral and written) and have strong writing skills. Studies in the field of **public relations, journalism or graphic design** are preferred, but other fields of study will be considered, provided that the candidates have prior experience in communications.

Internship conditions

UNFCCC secretariat internships are not remunerated and the selected intern will be responsible for all costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will work on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the [internships](#) section of our website.

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their application including a cover letter through the on-line [recruitment system](#). Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Skype interview.
