

Internship, UNFCCC Spanish Website

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 and its Kyoto Protocol 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 Climate Change 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.

Objective

Assist the CO programme in ensuring the timeliness and quality of the secretariat's digital content and supporting activities in Spanish and English in the lead-up to the United Nations Climate Change Conference in Paris, France.

The intern is also expected to provide assistance to the Momentum for Change initiative that aims to create a public platform that raises awareness about concrete mitigation and adaptation actions being implemented by a wide range of stakeholders at the regional, national or local level.

Tasks

- Assist in the preparation of written content for the UNFCCC website in both Spanish and English;
- Prepare new and update existing written outputs such as featured articles, blog posts, Tweets, Facebook posts, to reflect the status of negotiations;
- Assist in ensuring the continuous monitoring and maintenance of the secretariat's Spanish language portal, keeping it up to date by writing about news and events, and creating announcements and features;
- Assist the Momentum for Change team in providing assistance for communications and outreach in Spanish.

Timeframe

This is a 3-month-long internship (with the possibility of a 3-month extension subject to the enrolled university's agreement and the intern's performance). The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

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 Spanish and English (both oral and written) and have

strong writing skills. Studies in the field of public policy, public relations or journalism are preferred.

Conditions of internship at the UNFCCC secretariat

Interns of the UNFCCC secretariat are not remunerated. The selected intern will be responsible for all the costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will be expected to work on a full-time basis (i.e., 40 hours per week).

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to internship@unfccc.int with the subject line: "Application: Internship, Communications – Spanish Website." Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 30 January 2015.