



## **Internship Assignment**

Communications and Outreach (CO) Programme  
Public Information and Media Services

Deadline for application	Announcement number	Duration of assignment	Duty Station
29 February 2016	16/Intern007/CO	Three months	Bonn, Germany

**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 by a range of activities, including substantive and organizational support to meetings of the Parties.

### **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, Kyoto Protocol and Paris agreement. 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 seeks 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**

The objective of this area of work is to make best use of digital assets (images, infographics, audio files, videos, etc.) as part of an effort to encourage action on climate change, by countries, companies, organizers of the large events, and individuals. Working with the Communications for Development (CfD) unit of the CO programme, the intern will contribute by undertaking the following tasks.

### **The particular functions are:**

- Take stock of the CfD unit's digital assets (images, audio files, videos) and then advise on and contribute to their deployment;
- Contribute to internal brainstorming sessions, with insight and executable concepts (sketches and mock-ups) for additional audience-specific communication and outreach assets;
- Working with the secretariat's information/data specialists, develop topic ideas into detailed concepts and then design and produce infographics and/or data visualizations, for example for reports, web posts, media releases, social media content;
- Create templates for various products (brochures, flyers, newsletter, web items, etc.);



- Assist in enhancing the usefulness of CfD's digital asset management system;
- Assist with targeted social media campaigns, including by preparing social media kits, with web cards (e.g. creation of a Trello board);
- Support web page design and creation;
- Support creation or expansion of targeted audience, stakeholder and media lists.

### Timeframe

**The internship is for three months** (extension up to 6 months maximum), within the period between **04 April 2016 and 31 December 2016**. The exact three-month period will be determined based on the availability of the intern and the needs of the programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance.

### 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 graphic design, art, communication, marketing, public relations, journalism or public policy are preferred.

### 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 (i.e. 40 hours per week) at the UNFCCC premises in Bonn, Germany.

### 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](mailto:internship@unfccc.int) with the subject line: "Application: Internship, Communications, Digital Media." Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 29 February 2016.

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