



Internship Assignment

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

Announcement number	Application deadline	Duration of assignment
18/Intern33/CO-French Newsroom	8 July 2018	Three to six months

Background

UN Climate Change supports all aspects of the intergovernmental process to address climate change, including the implementation of the Paris Agreement and all global climate action.

The Communications and Outreach (CO) programme of UN Climate Change is responsible for external communications, media relations, online public information and outreach to stakeholders in support of climate action.

Objectives of the internship assignment

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

The particular functions are:

- Assist in the research, preparation of written content for the Newsroom of UN Climate Change in French (<https://unfccc.int/fr>) and English;
- Prepare new and update existing written outputs such as featured articles, 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 French and English language portals, 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;
- Translate content from English into French as requested;
- Assist in planning and organizing other communication activities as required.

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 on their cover letter the preferred time period and duration of the internship. The exact period will be determined based on the availability of the



intern, the needs of the programme, and 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 have a native level of French and 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 interview.
