



## Remote Internship Assignment

### Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
16 December 2021	21/Intern36/CE – ACE communications	As soon as possible to December 2022	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 Communication and Engagement division ensures that the global response to climate change is informed by a single cohesive message based on the outcomes of the intergovernmental process and works to improve coherence among the actions of a wide variety of actors and the alignment of those actions with the objective of the Convention and the purpose of the Paris Agreement.

Action for Climate Empowerment (ACE) focuses on promoting climate education, training and public awareness, public participation and public access to information across societies, as well as international cooperation on these issues. It also focuses on empowering children and youth to support and lead climate action.

### Objective of the internship and responsibilities

Under the supervision of the Action Empowerment Unit Lead, and in close collaboration with staff members of the Unit and the Engagement sub-division and CO, the intern will support the implementation of ACE, on matters related to climate education, training, public awareness, public participation, public access to information, international cooperation and youth. In determining the intern's assignments due consideration is given to the nature of the projects currently being undertaken in the programme.

Assignments may include specific tasks in one or more of the following areas:

- Assist the ACE team in organizing and preparing ACE and youth events, particularly communication products about the events;
- Assist in the research, preparation of written content for the Newsroom and blog of UN Climate Change in English and preferably at least one other language;
- Draft / create digital communication materials to promote work on ACE and youth;
- Assist in preparing awareness raising and advocacy efforts and assist with targeted social media campaigns, including preparing social media kits, 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 the team in the maintenance of the [ACE webpages](#);
- Assist in other tasks being carried out by the Action Empowerment Unit as required.

### Minimum requirements



- Candidates must be enrolled in the last year of an undergraduate degree or in a graduate programme of studies (Master or PhD) at a recognized university in fields such as **public relations, journalism, media** or related disciplines at the time of application and for the duration of the internship. Other fields of study will be considered, provided that the candidates have prior substantial experience in (social media) communications;
- Candidates must be fluent in English (both oral and written) and hold strong writing and analytical skills;
- Candidates must have experience in developing and/or supporting training courses and educational programs;
- Prior exposure to another UN organization, Inter-governmental Organization and/or youth organization is an asset;
- Excellent computer literacy (Microsoft Office specifically Word, PowerPoint and MS Excel), strong analysis and research skills and attention to detail are required.

### Timeframe

The internship is for a period of minimum three to maximum six months starting as soon as possible. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

### Computer requirements

For a remote internship, candidates will require a laptop or desktop PC (with Windows 10 or newer) or Mac (with the latest MacOS update), as well as a reliable, high-speed internet connection. An Office 365 license will be provided by the UNFCCC to enable the candidate to access official emails, SharePoint, OneDrive and other office applications, such as Word and Excel.

Further computer requirements:

- An antivirus application which receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with Windows laptop or PC.

In addition, a mobile phone will be required to enable Multifactor Authentication (MFA) through SMS or the Authenticator App.

### 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 remotely on a full-time basis (40 hours per week). For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

### Application procedure

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