



United Nations
Framework Convention on
Climate Change

Remote Internship Assignment

Communication & Engagement (C&E) Division
UNFCCC Russian language Newsroom and Social Media

Application deadline	Announcement number	Duration of assignment
22 September 2020	20/Intern34/CE-Russian Newsroom	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 including substantive and organizational support to meetings of the Parties.

The Communication and Engagement (C&E) division serves multiple cross-cutting objectives like communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition. It ensures that the communications work and engagement activities of the secretariat are driven by the outcomes of all processes and bodies.

In May 2020 UN Climate Change launched a Russian language version of its website and social media channels as part of its efforts to expand the geographical reach of communications on climate change and respond to the rising demand for information.

Objective of the remote internship and responsibilities

Under the supervision of the Communication Officer, the intern will assist the C&E division in ensuring the timeliness and quality of the secretariat's digital content and supporting activities in Russian, both for the secretariat's Newsroom and for social media. Assignments may include the following tasks:

- Assist in the research, preparation of written content for the Russian language Newsroom of UN Climate Change (<https://unfccc.int>);
- Prepare new and update existing written outputs such as featured articles, Tweets, Facebook/ VKontakte posts, to reflect UN Climate Change negotiations and to showcase climate action around the world with a focus on Russian-speaking countries;
- 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, add subtitles to videos;
- Assist in ensuring the continuous monitoring and maintenance of the secretariat's Russian language portals, keeping it up to date by writing about news and events, and creating announcements and features;
- Assist in the translation of selected English language Newsroom articles into Russian;
- Monitor and analyze statistics related to social media content;
- Assist in planning and organizing other communication activities as required.

Timeframe

The **remote internship** is for a minimum period of three and maximum of six months within the period September 2020 to August 2021. The exact period will be determined based on the availability of the intern and the needs of the division.



Minimum requirements

- Candidates must be enrolled in the final academic year of a first university degree (minimum Bachelor's degree or equivalent) or a graduate school programme (second university degree or equivalent, or higher) at a recognized university at the time of application and during the entire period of internship. Studies in the field of public relations, journalism or graphic design are preferred, but other fields of study will be considered, provided the candidates have prior experience in communications;
- Candidates must have a native level of Russian and be fluent in English (both oral and written) as well as have strong writing skills. Excellent skills in other United Nations languages are an asset;
- Excellent computer literacy (Microsoft Office) is required;
- Demonstrated interest in climate change and sustainability is highly desirable;
- Knowledge of photo and video editing software will be an asset.

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- or part-time basis (40 or 20 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 or Skype interview.