



## United Nations Association in Canada Association canadienne pour les Nations Unies

### Communications Intern – Ottawa

UNA – Canada’s mission is to educate and engage Canadians in the work of the UN and the critical international issues that affect us all. We believe that a strong and effective United Nations is essential if we are to secure a future based on equality, dignity and justice for all. UNA-Canada is dedicated to promoting constructive Canadian participation in the United Nations system and to *growing global citizens* in Canada who embrace the principles of the UN Charter.

#### **Description**

Reporting to the Development Officer, the Communications Intern will develop and implement an on-line communications strategy in support of UNA-Canada's overall mission to educate and engage Canadians in the work of the United Nations. S/He will also contribute to fundraising and special event activities with a focus on on-line communications. Please note that this is a volunteer position.

The Communications Intern will:

- increase loyalty, value and brand awareness with key stakeholders, regionally and nationally, with some international outreach.
- use on-line tools, including CanadaHelps, WordPress, HootSuite, MailChimp, Facebook, LinkedIn and other social media applications,
- focus on the production and strategic distribution of high quality and consistent content.
- communicate with target audiences including current and prospective donors and members, partner agencies, elected officials, Board Members, Canadian UN employees, past and current interns and engaged Canadians.

In addition to building solid on-line communications skills, the successful candidate will potentially gain a valuable network of contacts for their future career path.

#### **Essential:**

- Excellent communications skills, especially verbal and written; a portfolio of prior work required.
- Experience with social media dashboard applications for managing such campaigns, such as: hootsuite and tweetdeck.

- Experience using Adobe Photoshop Elements to design graphics, logos, advertisements or other media.
- Experience using Word Press to create, manage (e.g. insert media, create special effects), and update content on websites or blogs.
- Proficient in using all social media platforms (Twitter, Facebook, LinkedIn, Instagram) in coordinated and structured outreach campaigns.
- Strong computer skills and knowledge of MS Office programs and desktop publishing programs, such as Adobe Creative Suite, Illustrator, InDesign and Photoshop.

**Assets:**

- Knowledge of HTML and good knowledge of website management (content, updates, linkage, etc.).
- Exceptional organizational abilities and time management skills; ability to meet deadlines, multitask and prioritize.
- Excellent ability to work cooperatively in a team environment with staff, volunteers and public; participating in regular meetings.
- Fluent bilingual French/English, both written and spoken
- An interest in international issues and in the work of the United Nations

Please submit your CV and Cover letter to James Lee ([james.lee@unac.org](mailto:james.lee@unac.org)). We thank all applicants for their interest however only those selected for an interview will be contacted.