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

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**Volunteer Communications Intern**

**Description**

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.

**Job Description**

This unpaid position is a minimum 20 hours per week for at least three months. It is ideal for someone with a communications or journalism degree who is looking to contribute to a national civil society organisation while gaining valuable experience and references.

As part of the Development Team, the Communications Intern will develop and implement a 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 communications.

The Communications Intern Will:

- increase loyalty, value and brand awareness with key stakeholders, regionally and nationally, with some international outreach,
- develop and maintain a media network and database,
- use on-line tools, including CanadaHelps, WordPress, TweetDeck, MailChimp, Facebook, LinkedIn and other social media applications,
- focus on the production and strategic distribution of high quality and consistent content of op-eds, publications, e-Dispatches, etc.,
- 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.

**Qualifications**

**Essential:**

- Excellent communications skills in English and French, especially verbal and written; a portfolio of prior work required,
- Experience using Adobe Photoshop Essentials for graphics, logos, advertisements or other media,

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*Growing Global Citizens § Citoyens du monde à venir*

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- Experience with social media dashboard applications for managing such campaigns, such as TweetDeck and MailChimp,
- Experience using Word Press to create, manage, 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 and other communication technologies.

**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.
- An interest in international issues and in the work of the United Nations

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

