

UNESCO Culture Sector - Communications Internship

Location: UNESCO Headquarters, Paris, France

Unit: Partnerships, Communication and Meetings, Culture Sector, UNESCO

Type of contract: Internship (Unpaid)

Application deadline: 17 October 2018

Duration: 6 months

UNESCO (United Nations Educational, Scientific and Cultural Organization) is responsible for coordinating international cooperation in education, science, culture and communication. Our objective, according to our Constitution, is "to contribute to the maintenance of peace and security by strengthening, through education, science and culture, collaboration among nations, to ensure universal respect for justice, law, human rights and fundamental freedoms for all, regardless of race, sex, language or religion, which the United Nations Charter recognizes for all peoples".

The **Culture Sector's Partnerships, Communication, and Meetings Unit** focuses on strategic partnerships development, communication (including through publications, social media and web), and events coordination and management.

Duties and responsibilities

For communication and outreach on the Culture Sector's programmes, partnerships, campaigns and events:

- Assist in processing responses to requests for UNESCO patronage and use of the different emblems, by analyzing the background and following the applicable rules;
- Contribute to the coordination of the Sector's publication policy by assisting in the elaboration of publications and promotional material (Publications and Communications Board process, publications development, etc.);
- Assist in the preparation of web news and press releases (drafting, translating, editing);
- Assist in coordinating the organization of special events related to Culture;
- Other tasks as requested by the Communications Team.

Languages

Fluent in English or French, and excellent knowledge of the other language.

Education

Enrollment in a graduate degree programme in Communication or relevant field.

Experience and skills

- Strong writing and analytical skills;
- Experience producing web and social media communication content;
- Experience coordinating the organization of events;
- Self-starter; organized; able to multitask and balance multiple responsibilities.

How to apply:

- If you are keen on working, learning and contributing creatively to a dynamic team in an international environment, please send your CV and cover letter to s.ugarte@unesco.org and b.blanchard@unesco.org.
- URL: <https://en.unesco.org/themes/protecting-our-heritage-and-fostering-creativity>