

Volunteer Interns - The United Nations High Commissioner for Refugees (UNHCR) Regional Representation in Washington, DC

Description: The United Nations High Commissioner for Refugees (UNHCR) Regional Representation in Washington, DC , seeks volunteer interns to assist in its External Relations and Public Information departments. Interns will assist with advocacy and public awareness outreach to the general public, media, foundations, universities, nongovernmental organizations (NGOs), the government and Congress regarding UNHCR protection and assistance programs and the needs of refugees and asylum seekers.

1- Public Information Internship

- Monitor media coverage of refugee, immigration and international relations issues. Distribute relevant articles to key UNHCR staff. Assist with media outreach and events.
- Collect information and draft replies to queries on refugee situations and UNHCR programs from the media, general public, schools and universities.
- Assist in UNHCR's educational outreach program to teachers and educators throughout the , and other public awareness activities.
- Administrative duties, such as organization of events, database management, and stocking and mailing public information materials, may constitute 50% of the intern s workload depending on ongoing activities in the department.

2- External Relations Internship

- Monitor Congressional activities regarding refugees, asylum seekers and overseas assistance. Attend relevant hearings and prepare summaries of content.
- Attend refugee briefings by NGOs and think tanks and prepare summaries of content.
- Research and respond to information requests from the government and NGOs.
- Prepare informational memos for briefings and meetings for senior UNHCR staff.
- Administrative duties, such as organization of events and database management, may constitute 50% of the intern's workload depending on ongoing activities in the department.

Qualifications and Experience:

It is essential that interns possess a superior command of English with excellent written and oral communication skills. Word processing, database and internet computer skills, knowledge of international affairs, refugee situations and foreign languages are highly desirable. Both full and part time internships are available, with a minimum of 20 hours per week.

To Apply: Applications must be complete or they will not be considered. Please send resume, cover letter and brief writing sample and dates of availability to either the External Relations Intern Coordinator or the Public Information Intern Coordinator, UNHCR, 1775 K St., NW, Suite 300, Washington, DC 20006 , Fax: 202-296-5660, Email: USAWA@unhcr.org

Deadline for Applications:

- Fall Semester: July 31 (Internship starts early September)
- Spring Semester: November 20 (Internship starts early January)