

## United Nations Global Compact – Cities Programme Internship Opportunity May - August 2017

**Position Title:** City Engagement Officer

**Dates of Internship:** May - August 2017

**Work type:** Part time (minimum of 3 days a week for 4 months)

**Salary:** Honorarium

**Host Organisation:** UN Global Compact - Cities Programme

**Supervisor:** Elizabeth Ryan

**Location:** Melbourne, Australia

**Applications Close:** 16 May 2017

**Reference:** #04.17.ISP

The Global Compact - Cities Programme is the urban arm of the United Nations Global Compact, the world's largest voluntary corporate social responsibility initiative. It is administered by an international secretariat that is hosted by RMIT University at its Melbourne campus. The Cities Programme has offered a high quality internship programme since 2011 with majority of interns being hosted in the Melbourne office of the International Secretariat. The internship programme is part of a strategy to build peoples and cities capacity, providing a meaningful contribution to the urban development professional workforce. Furthermore, the internship programme strengthens the service provision to city participants in support of their efforts to advance the Ten Principles of the UN Global Compact and the Sustainable Development Goals.

### Overview of the Internship Opportunity:

The successful applicant will be part of the Cities Programme international secretariat team based in the Melbourne office, working on a range of important city engagement and communication project activities. The position will contribute to the new 2017 engagement strategy which involves the roll out of a new fee paying membership system. The internship will be based in Melbourne, working under the supervision of Elizabeth Ryan, to support and aid our team in Curitiba, Brazil. This is an excellent opportunity for someone with connections to Brazil, to develop skills in engagement and communication whilst aiding our Brazilian network of cities to build capacity in international urban sustainable development. This internship suits people with strong written communication and organisational skills with a keen interest in public relations, business development and partnership development. This internship is available for a four month period.

### **Job Responsibilities**

We are looking for an intern who is prepared to provide support to our team in Brazil, through our Melbourne based office. This is a unique opportunity for an intern who has interest in international sustainable urban development. Responsibilities include (but not limited to):

- Email communication with cities
- Follow up with city contact points (through teleconference), which will include communicating the new membership structure and its benefits as well as relationship development
- Support our Brazil Country Contact Point
- Updating and maintenance of engagement information – city engagement overview (Excel) and the Insightly CRM system
- Collection of data from interviews (guided by a semi structured survey)
- Developing communication material/articles based on city interviews and adding value to the relationship.

### **Key Selection Criteria:**

- Tertiary or post graduate qualification(s) in fields such as (but not limited to): communications, journalism, media, public relations, international public relations, environmental management, urban planning, social planning, urban policy, social science, political science, economics, resilience, climate, sustainability, international relations, and international development; or the equivalent professional experience
- Research skills and knowledge; specifically the ability to learn and use a new database system (Excel and Insightly)
- Well-developed understanding of social media and digital communications to produce communication materials.
- Excellent written and oral communication skills in Portuguese (Brazilian) and English, including the ability to tailor communications to a wide range of mediums and audiences. This includes producing engaging and interactive presentations, and clear and concise written reports.
- Excellent organisational skills and the ability to work independently with minimal supervision.
- Native/Bilingual Proficiency in Portuguese (Brazilian) & Professional Working/Intermediate Proficiency in English

## Position Description | Internship Placement

### Highly Regarded Selection Criteria:

- Connection and ties to Brazil
- Communications or international relations experience in a local government, not for profit or international environment
- Knowledge and understanding of global issues and commitment to advance the Ten Principles of the United Nations Global Compact - in the areas of human rights, labour, the environment and anti-corruption - and the Sustainable Development Goals (SDGs).
- Knowledge of online platforms (website and webinar development) is highly desirable.
- High level interpersonal and problem solving skills and evidence of taking initiative
- Awareness and sensitivity to culture, gender and ethnicity
- Personal commitment to equality, inclusion, social justice and environmental care.

For examples of other internship experiences see <http://citiesprogramme.org/our-people/>

### To Apply:

Applicants are asked address the selection criteria with reference to why they are well placed to undertake the expected tasks outlined (no more than 2 pages).

Please send all applications with a short cover letter, CV and 2 relevant referrals to [shai.diner@citiesprogramme.org](mailto:shai.diner@citiesprogramme.org)

Please use the email subject heading **#04.17.ISP**

For more information about this position, please contact [shai.diner@citiesprogramme.org](mailto:shai.diner@citiesprogramme.org)

**Applications Close 16<sup>th</sup> May 2017**