

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

**Position Title:** Media and Communications Intern

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

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

**Salary:** Honorarium

**Host Organisation:** RMIT University/ UN Global Compact - Cities Programme

**Supervisor:** Elizabeth Ryan

**Location:** Melbourne, Australia

**Applications Close:** 09 May 2017

**Reference:** #03.17.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 program since 2011. The majority of interns have been hosted in the Melbourne office of the International Secretariat. It is part of a strategy to build capacity in cities and contribute meaningfully to the urban development professional workforce. It also strengthens the service provision to city participants in support of their efforts to advance the Ten UN Principles and the Sustainable Development Agenda.

### **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 communication and engagement activities. This internship provides an opportunity for a motivated, self-directed person who wants to gain work experience in communications within an urban sustainability programme. The successful applicant will aid in the delivery of outgoing communication at the Cities Programme. Your role will be diverse; assisting with social media, events, communications and much more. As part of our small, dynamic team, you will have the opportunity to make real difference and be supported through your ongoing professional development.

### Job Responsibilities

We are looking for an intern who is prepared to provide communications support. This is a unique opportunity for an intern who will be has interest in sustainable urban development. Responsibilities include (but not limited to):

- Maintain and update Cities Programme website
- Contributing to and monitoring the Cities Programme social media presence
- Assist with preparing media releases and implementing other communicates activities as required
- Aid in the promotion of events
- Aid in the development of articles relating to member cities
- Update the Cities Programme database as required.

### Key Selection Criteria:

- Tertiary or post graduate qualifications in fields such as (but not limited to): communications, journalism, media, public relations, international public relations & arts; or the equivalent professional experience
- Well-developed understanding of social media and digital communications.
- 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.
- Knowledge and/or abilities to develop visual learning material (i.e. infographics) are highly desirable.
- Excellent organisational skills and the ability to work independently with minimal supervision.
- Excellent written and oral communication skills in English, including the ability to tailor communications to a wide range of mediums and audiences including engaging and interactive presentations, and clear and concise written reports.

The following are highly regarded:

- Communications experience in a local government, not for profit or international environment
- Research skills and knowledge
- 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.
- Languages other than english

Position Description | Internship Placement

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 **#03.17.ISP**

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

**Applications Close 09 May, 2017**