

Internship for Marketing and Communication / Social Good Summit

Location : Geneva, SWITZERLAND
Duration of Initial Contract : 6 (six) months

Background

Under the guidance and supervision of the Communications Specialist, the intern will provide support in the arrangement of the [Social Good Summit](#) 2019 in Geneva. The SGSGeneva brings together entrepreneurs, impact investors, representatives from the global supply chain, international organizations, and bilateral cooperation - connecting them and bridging their expertise to accelerate the implementation of the SDGs.

The Summit focuses on the catalytic role impact driven entrepreneurship can play for the achievement of the Sustainable Development Goals (SDGs) and how blended finance can fill the financial gap to implement the SDGs.

Duties and Responsibilities

Under direct supervision of the Communications Specialist, the intern will carry out the following tasks:

- Support fundraising efforts: Map potential partners, take notes of conversations, follow up with relevant information;
- Assist with marketing campaign: Maintain contact database, prepare weekly marketing emails, develop marketing decks, supervise registration process, liaise with participants when needed, monitor results;
- Assist with the production of communication materials, including SGSGeneva website, press releases, newsletters, blogposts and social media kits related with the Social Good Summit Geneva 2019;
- Support logistical arrangements of the Social Good Summit, including selecting the venue, coordinating with different service providers, recruiting team of volunteers and ensuring smooth coordination with speakers. Assist in preparing the venue including help with set-up and pull-down of the venue;
- Coordinate the final report of the Social Good Summit 2017 (including managing team of note takers, analyzing social media and web analytics and consolidating all data into one final report);
- Perform any other duties, as required.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional:

- Excellent writing skills, as well as strong analytical aptitude and strong communication skills;
- Ability to manage workload with minimum supervision and collaborate with a wide range of colleagues while meeting deadlines;
- Excellent interpersonal skills: being able to listen and collaborate with a wide range of players, being able to work independently;
- Being pro-active and taking initiative;
- Team Player;
- Quick learner;
- Detailed oriented;
- Knowledge of sustainable finance and social entrepreneurship desirable;
- Knowledge of graphic design programmes desirable.

Required Skills and Experience

Education:

- Applicants must at the time of application meet one of the following requirements: a) be enrolled in a second university degree programme (Master Degree) or b) have graduated with a university degree in a relevant and, if selected, must start the internship within one-year of graduation.

Experience:

- Experience in devising and managing a marketing campaign;
- Experience in drafting communication products and managing social media handles; experience in maintaining CMS a plus;
- Experience in event coordination;
- Knowledge of the role of private sector in development is an asset and/or of impact investment/blended finance or social entrepreneurship.

Language:

- Strong spoken and written English is required;
- Knowledge of another UN language is an asset.

Application Procedure:

- The application should contain a) brief Cover Letter (in English) stating interest in and qualifications for the post; and (b) current and complete CV in English.

Financial Issues:

- Internships within the UN system are unpaid and subject to conditions the applicant must get familiar with prior to signing his/her internship agreement. The costs associated with the internship must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation, etc..

Internships Conditions:

- Interns are not considered staff members of UNDP and may not represent UNDP in any official capacity;
- Interns are not covered by UNDP for medical, health or life insurance and must have their own international medical and life insurance coverage;
- The purpose of the Internship Programme is not to lead to further employment with UNDP but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship. Candidates are not eligible to apply for, or be appointed, to any post for a period of three months following the end of the internship;
- The normal duration of an internship is from six weeks to 6 months (which is the maximum duration);
- The intern needs to be enrolled as a graduate or final year Bachelor's student throughout the duration of the internship or be within one year of graduation from a Bachelor's, Master's or Ph.D. programme;
- The intern will be evaluated at the end of the contract and due recognition of work will be issued in writing;
- For more information about the application process and UNDP's internship terms and conditions, visit: www.undp.org/internships.