



An Internship Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Community Engagement Representative

(3 months, full time, based in Toronto)

This internship provides a three month opportunity (May – August, 2016) for an individual to learn more about fundraising at UNICEF Canada while offering day-to-day operational and administrative assistance for our major Community and Corporate Engagement campaigns. These include our National UNICEF Day campaign and other community events.

This internship position will support our engagement of Canadian communities and schools. We are seeking an individual with a sales-oriented mindset with marketing skills to connect with our school participants via email, telephone and in person. The intern will also provide necessary assistance to other members of the Community and Corporate team as required.

The intern will also act as the team administrative point-person for the department, helping to organize meetings, providing daily support to schools across the country. The intern will provide support for a high-volume of phone calls from schools across the country.

The ideal candidate:

- Is a people-person, an excellent communicator and a very engaging individual with strong time management skills.
- Has enthusiasm to learn and grow in a fast paced fundraising environment.
- Is detail-oriented, has effective communication skills and will be flexible to changing priorities as the need arises.
- Has exceptional PC proficiency using Microsoft applications and Internet.
- English and French bilingualism is a welcomed asset.

This opportunity will be sponsored by the Canadian Government, Canada Summer Jobs program*. In order to participate in this program, candidates must meet the following criteria: between 15 and 30 years of age (inclusive) at the start of employment; was registered as a full-time student during the 2015/2016 academic year and intends to return to school on a





full-time basis during the 2016/2017 academic year; a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred; and is legally entitled to work according to the relevant provincial legislations and regulations.

For consideration, please submit your resume and cover letter as one document to careers@unicef.ca by **April 30, 2016**. Please reference “Community Engagement Representative” clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.

** our application has been submitted and is currently awaiting approval.*



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