



## 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 (Internship)

*(3 month contract starting August 2015, Full Time, based in Toronto)*

This position will provide an individual with an excellent opportunity to learn more about fundraising at UNICEF while offering day-to-day operational and administrative assistance for our major Community Engagement campaigns. These include our National UNICEF Day campaign, Scotiabank Toronto Waterfront Marathon and other community events.

An outgoing, detail-oriented and deadline-conscious worker, the intern will support our engagement of Canadian communities and schools. The intern should have a sales-oriented mindset with marketing skills to connect with our school participants via telephone. The intern will also provide necessary assistance to other members of the Community Engagement Team as required.

This position 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.
- Has effective communication skills and will be flexible to change priorities as the need arises.
- Exceptionally PC proficient using Microsoft applications and the Internet.
- Bilingualism (English and French) is a welcomed asset.



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For consideration, please submit your resume and cover letter (including salary expectations) as one attachment to [careers@unicef.ca](mailto:careers@unicef.ca) by **August 5<sup>th</sup>, 2015**. 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 a 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.



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