

Sport Programme – Partnerships and Communications Internship
Terms of Reference
(October 2021 – March 2022)
Home-based possibility

Within UNESCO's Sport Education team, the intern will contribute to the following:

Quality Physical Education (QPE) project:

- Assist with the preparation of documentation and presentations for the next QPE Steering Committee meeting that will take place online in October 2021;
- Provide support in the development of a facilitation strategy and animation of digital facilitation tools for a young leaders focus group to be held in October 2021;
- Input to the development of a communications strategy for the new QPE publications;
- Provide support drafting web articles, speeches and briefings.

Fit for Life (FfL) flagship initiative:

- Provide support in the development of flagship advocacy tools including PowerPoint presentations, two-pagers, briefings;
- Assist in the organization of and communications related to the Fit for Life launch event during UNESCO's General Conference in November 2021;
- Assist in the coordination of the Fit for Life visibility and engagement campaign to be held in November 2021 including support in drafting web articles, press releases and undertaking interviews with high profile individuals and grassroots changemakers;
- Assist in the organization of online events and webinars related to FfL with institutional partners and field networks;
- Support the development of FfL concept notes, partnership proposals and agreements and related documentation via desk research and with the full support of senior team members.

The intern shall also assist with the drafting of section correspondence, briefings, in translation tasks (i.e outreach materials into French and/or Spanish) and any other task related to the implementation of one of the above-mentioned work streams.

Required criteria:

- Excellent drafting skills in English and very good French or Spanish (knowledge of Arabic, Chinese or Russian would be an asset)
- Knowledge in marketing, graphic design and/or communications
- Good organization skills, autonomy & teamwork
- Knowledge in design software/apps are an asset (i.e Canva, photoshop, etc)

To apply, please send you CV and cover letter to Ms Arilí Aguirre García a.aguirre-garcia@unesco.org with the subject "Sport Programme Partnerships and Communications Internship" by 1st of September. Written tests will take place during the third week of September. Please note that only selected candidates will be contacted for an interview.

The selected candidate should be ready to start the internship from the first week of October for a duration of 6 months.

Please note that internships at UNESCO are unpaid. For more information about UNESCO's internship programme (including intern requirements), please consult the UNESCO website: <https://en.unesco.org/careers/internships>.