

The United Nations High Commissioner for Refugees (UNHCR) Regional Representation in Washington, DC, seeks volunteer interns to assist in its Private Sector Fund-Raising (PSFR) department.

Private Sector Fund-Raising Internship

Duties and Responsibilities Include:

- Assist with prospective funding research for leadership giving. Distribute relevant articles to key UNHCR staff.
 - Monitor the progress of existing PSFR programs by creating reports using the donor databases.
 - Attend fund-raising seminars and prepare summaries of content.
 - Explore new fundraising techniques. Distribute relevant articles to key UNHCR staff.
 - Monitor potential emergency situations and assist staff in ensuring that UNHCR's program support is mentioned on our media partner's sites.
 - Administrative tasks and other fundraising projects as they arise.
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Qualifications and Experience:

It is essential that interns possess a superior command of English with excellent written and oral communication skills. Word processing, database and internet computer skills, knowledge of international affairs, refugee situations and foreign languages are highly desirable.

Duration:

Full time internships are available, with a minimum of 32 hours per week.

Applications:

Applications must be complete or they will not be considered. Please send *resume, cover letter and brief writing sample and dates of availability* to the Private Sector Fund-Raising Intern Coordinator, Emilie Gray, UNHCR, 1775 K St., NW, Suite 300, Washington, DC 20006, Email: usawaint@unhcr.org / Fax: 202-296-5660

UNHCR thanks all applicants. UNHCR will only contact those applicants who will be interviewed.