



**Volunteer & Community Partnerships Department** (NYC National Headquarters)  
**Summer 2012**  
**Program Resources Intern** (3 positions available)

**The U.S. Fund for UNICEF (USF)** is the voice for UNICEF in the United States, working for the survival of children around the world through fundraising, education, and advocacy. For more than 60 years, UNICEF has been the world's leader for children, saving more young lives than any other humanitarian organization. The Volunteer & Community Partnerships Department (VCP) recruits, supports and manages U.S. volunteers working to support UNICEF.

VCP Interns will assist the department in daily tasks and will primarily be focused on the production of volunteer resources, toolkits and tip sheets. The VCP Intern will also provide some administrative support to the department. Duties will include:

- Format and design of volunteer resources
- Proof reading volunteer manuals
- Responding to general volunteer inquiries
- Utilizing online marketing tools
- Research of volunteer resources
- Analyzing volunteer data
- General Assistance – supporting department members in day-to-day administrative requests
- Other duties as assigned

The internship will provide an opportunity to learn about volunteer management, with emphasis on the production of educational materials and website for volunteers. The Intern will also gain a general overview of the U.S. Fund for UNICEF and UNICEF's work around the world.

Qualifications

The candidate must have excellent writing ability, excellent format and design skills, be proficient in a variety of photo and design software, and have some administrative experience. Qualified candidates should have a familiarity with experiential learning techniques, general volunteer experience, and a commitment to children's rights. An enthusiastic, independent individual, with an interest in international development will succeed best in this role. Strong communication skills and excellent interpersonal skills are essential, as is attention to detail. Candidate must be a team player who embraces the mission of UNICEF and the USF, and is highly motivated and enthusiastic. Candidates with UNICEF Campus Initiative experience are encouraged to apply.

Position Logistics

Start Date: June 25 (negotiable)  
End Date: August 24 (negotiable)  
Days per week: 5 Full days per week  
Salary: **Unpaid internship**

**To apply:** Email a letter of interest and resume to – [volunteer@unicefusa.org](mailto:volunteer@unicefusa.org) by May 25. Please use "VCP Intern" as the subject of your email. Applicants will be chosen on a rolling basis.

**The U. S. Fund for UNICEF is an Equal Opportunity Employer committed to a diverse workforce. Visit our website at – [www.unicefusa.org](http://www.unicefusa.org)**

