



International Organization for Migration (IOM)  
The UN Migration Agency

**Position:**

**INTUS10-2021-05: USA for IOM Intern**

**Duty Station:**

IOM Country Office with Resource Mobilization Function, Washington, DC

**Proposed Duration: 15 January-31 July 2022**

**APPLY BY: 30 November 2021**

- **Compensation:** A stipend is available
- **Length & Hours:** This internship is 40 hours/ week; 15 January - 31 July 2022. **If you are still attending school, please note that we need availability between 9am-5:30pm, Monday to Friday.**
- **Open to candidates who are eligible to work in the United States.**

**Learning Objectives**

**[USA for IOM, Washington D.C.]**

Working under the overall direction of USA for IOM Head of Operation, and the direct supervision of the Operations Assistant, the intern will support the operational activities of the Mission. Tasks will include:

- Produce content for a range of different channels including website, blog, social media, newsletters, and direct-to-donor communications to raise awareness for IOM's global operations and priorities and inform a broad audience about migration issues- with a focus on Latin America and the Caribbean.
- Tailor IOM-aligned messaging to different relevant external audiences including corporate partners, philanthropists, and the general American public.
- Assist the USA for IOM Communications team in planning and implementing a comprehensive informational and marketing strategy to raise awareness of USA for IOM projects. In particular, the socioeconomic integration of migrants in Latin America and the Caribbean.
- Monitor engagement and impact of different communications products on various media channels to inform both the short- and long-term communications strategy of USA for IOM.
- Quickly create content to disseminate accurate, non-biased and non-partisan information regarding global crises and IOM operations with the objective of quickly mobilizing funding.

- Participate in relevant meetings, workshops, conferences, and public events, and draft presentations, relevant notes for files, meeting minutes, action points, etc.
- Attend internal and external meetings as delegated by the USA for IOM Head of Operations for learning and development purposes.
- Provide routine administrative and logistical backstopping support to different project components as required.
- Perform other such duties as may be assigned.

### **Education**

The qualified candidate should possess a bachelor's or master's degree in Communications, Marketing, Graphic Design, Fundraising, or Journalism. Academic experience with Political or Social Science, International Relations, Development or a related field desirable.

### **Eligibility Requirements:**

- Familiarity with migration, and how it relates to other thematic issues, such as, climate change, poverty and conflict, human trafficking, and vulnerable populations.
- Familiarity with the migratory context of Latin America, and the situation of Venezuelan migrants preferable.
- Strong writing skills, with experience presenting institutional content for a general audience;
- Desire to tell impactful stories and experience with creative content creation.
- Familiarity with content creation with the objective of raising funds and for social causes.
- Experience planning and implementing a communications calendar.
- Time management, ability to meet quick deadlines, manage and strategize messaging via multiple channels simultaneously.
- Ability to work effectively both on his/her own and within a team of varied cultural and professional backgrounds.
- Experience in MS Suite, Adobe, Canva, and Survey Monkey, familiarity with Every Action is desirable.
- Flexibility and willingness to learn new design and publication tools as necessary

**Please send a Cover Letter and a Resume to IOMDCVN@iom.int by 30 November 2021, indicating in the subject line "INTUS10-2021-05: USA for IOM Internship Application - (Last name, First Name)" [please also submit your CV saved with your last and first name, for ease of reference].**

**We encourage early applications as we will be reviewing on a rolling basis**