

19 December 2017

**INTERNSHIP OFFER**  
**Graphic Designer/Typesetter**  
**UNESCO Institute for Statistics (UIS), Montreal, Canada**

**Post title**

Graphic designer/typesetter intern

**Project**

Assist the Communication's unit work in designing postcards and infographics for social media and conducting photo searches for blogs

**Start Date and Duration**

Mid-February – mid-June 2018 (part-time, 15 hours/week with possibility of working from home)

**Background and tasks**

The UNESCO Institute for Statistics (UIS) works with more than 200 countries and territories around the world to build global databases in the fields of education, science, culture and communications.

The international community (including governments, UN agencies, NGOs, etc.) is now turning to the Institute as the official data source for the new Sustainable Development Goal (SDG) on education and key targets in other fields. To respond to this growing demand for our data, we are seeking to reach a wider range of audiences through partnerships, social media and easy-to-use and -understand products aimed at general audiences and experts alike. The UIS has a small but motivated communications team, focused on outreach, forging partnerships, web content, data visualisation products and social media. We are now looking for an intern to join the team to help with graphic design – from producing postcards for social media to typesetting fact sheets and reports.

The intern will be under the overall supervision of the Head of Unit, Communications and under the direct supervision of the Assistant Publications Officer. The incumbent will perform the following tasks:

- Research for royalty-free photos portraying education, science, culture, communication and ICT.
- Design postcards (with photo and key fact) for social media. Suggest content based on current trends.
- Typesetting/formatting of fact sheets and reports according to set templates.
- Develop simple infographics and provide support for more complex projects involving infographic experts.

The UIS will provide training/coaching to the intern on:

- UIS branding guidelines and main messages on UIS data

**Position Requirements**

1. The applicant must be undertaking studies and enrolled in a Bachelor's or Master's level programme (or equivalent) in graphic design, communications or a related field
2. Excellent written and oral communication skills in English are required and French would be an asset
3. Proven advanced computer and graphic skills;
4. Motivated, autonomous, thorough and punctual.

Interns must be a Canadian citizen, permanent resident of Canada or hold a valid work permit in Canada (or Quebec).

### **Compensation**

UNESCO internships are not paid. A letter of acknowledgement will be issued to the interns upon successful completion of the internship.

### **How to apply**

Please submit i) a completed **UNESCO application form** (available on the UIS website under '[Join us](#)'), ii) a portfolio of previous design work and iii) a letter of recommendation from a professor as well as iv) a copy of highest educational diploma obtained to [k.frostell@unesco.org](mailto:k.frostell@unesco.org) by 31 January 2018. Kindly use as email subject header: 'FAMILY NAME\_Intern DAO (e.g. SMITH\_Intern DAO).

### **Description of the organization**

*The Institute produces the data and methodologies to monitor trends at national and international levels. It delivers comparative data for countries at all stages of development to provide a global perspective on education, science and technology, culture, and communication. The Institute serves Member States, UNESCO and the UN system, as well as a range of intergovernmental and non-governmental organizations, research institutes and universities.*

#### Organization address

UNESCO Institute for Statistics (UIS)  
5255, Decelles Avenue, 7th floor  
Phone: 514-343-6880  
Fax: 514-343-5740  
Email: [uis.recruitment@unesco.org](mailto:uis.recruitment@unesco.org)  
Website: <http://uis.unesco.org>

#### Sector of activity

Communication

#### Contact

Katja Frostell  
[k.frostell@unesco.org](mailto:k.frostell@unesco.org)