

**Professional Development Internship/Placement Opportunity
Communications Assistant**

Name of Community Partner	United Nations Major Group for Children and Youth
Supervisor(s) Name	Steve Lee
Supervisor(s) Title/Role	Organizing Partner
Mailing Address (in full)	32 Britain St Suite 100, Toronto, ON M5A 1R6
Location	Remote

About the UNMGCY

The [United Nations Major Group for Children and Youth \(UNMGCY\)](#) is the UN General Assembly-mandated, official, formal and self-organised space for children and youth (under 30) to contribute to and engage in important policy processes at the UN. The entity acts as a bridge between young people and the UN system in order to ensure their right to meaningful participation is realized. It does so by engaging formal and informal communities of young people, in the design, implementation, monitoring, and follow-up and review of sustainable development policies at all levels.

You would be joining and contributing to a UN entity that, since 1992, has consulted with more than a billion youth through 6500+ youth entities in over 170 countries and territories. We engage in more than 80 processes at the UN.

Work Description:

Communications Assistant Swill work with the Organizing Partner (OP) of the UNMGCY to provide administrative and content development support. Communications Assistants may assist the OP in cultivating some of the key elements of UNMGCY’s brand. Please read the OP’s vision and plan outlined [here](#).

Student Learning Outcomes:

- To develop an understanding of how to foster and sustain relationships with members, internal and external stakeholders.
- To develop an understanding of how to provide communications, social media/web support.
- To develop an understanding of how to research and identify new and creative ways to broaden our reach and engage our audiences online.
- To learn how to writing copy/stories for social media and the web
- To learn how to create simple graphics for use on UNMGCY’s website and social channels.