Terms of Reference – Remote or Geneva-based Intern
Women, Youth and Vulnerable Communities Programme

Assignment title: Intern

Contract duration: 6 Months from ASAP

Background
The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, whose mandate includes assisting developing and transition economies to take advantage of expanding trade opportunities in an increasingly complex global environment.

About the Ethical Fashion Initiative (EFI)
The ITC Women, Youth and Vulnerable Communities (WYVC) and its Ethical Fashion Initiative (EFI) aim to reduce global poverty by involving micro-entrepreneurs from the developing world in international and regional trade. In other words, the programme enables marginalized communities of micro-entrepreneurs to be part of the international fashion value chain through a business infrastructure, tailored around a unique system of work that enables these communities - mostly women - to thrive in association with the talents of the fashion world. This system of work also involves consumers, through the application of a specific marketing strategy, geared to increase awareness on the story behind each product and allowing people to make informed choices in their purchasing behaviour.

EFI aims to reduce global poverty by strengthening the capacities of developing country micro-producers and social enterprises for export trade, connecting them to the international fashion industry. For the Ethical Fashion Initiative, lifestyle choices impact livelihoods. EFI creates and strengthens social enterprises in emerging economies, connecting discerning international brands in fashion, interiors, fine foods and the arts with talented local artists, designers, artisans and micro-producers. Savvy investors, pro-poor champions and mindful consumers find value in a virtuous circle that creates not just premium products, but also stable, dignified work, and creative and resilient women, men and communities.

Description of Duties:

Under the general supervision of the Senior Programme Officer and the communication team the selected intern will have the following responsibilities:

- Contribute to the development of communication outputs for Ethical Fashion Initiative social media accounts: 3 posts/week;
- Contribute to the development of communication outputs for Ethical Fashion Initiative including: video editing, presentations, graphics, meeting minutes, emails, website updates, database maintenance, newsletters, articles and reports;
- Contribute to data collection for social media tracker report (EFI website and social media channels);
- Provide support in the planning, organisation and implementation of EFI in-person
and digital events if relevant;

- Support EFI communication activities, such as preparing documents, presentations and content (photos, videos, text) for the EFI website;
- Attend ITC editorial meetings, effectively share EFI communication activities and collaborate with C&E colleagues on joint communication;
- Assist with any other tasks related to the Ethical Fashion Initiative, when necessary.

**Educational and work experience requirements:**

- Be enrolled in the second or higher academic year of the first university degree programme (minimum Bachelor’s level or equivalent); or
- Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

Previous experience or internships in communication, event coordination and/or e-commerce/retail projects would be an asset.

**Qualifications and competencies required:**

- Knowledge of the Fashion Industry;
- Excellent creativity and ability to develop new ideas;
- Excellent verbal and written communication;
- Self-driven and motivated;
- Excellent attention to detail;
- Commitment to the UN goals.

**Languages and skills**

Written and spoken fluency in English; other UN languages an asset.

**On completion of the assignment, the Intern is expected to:**

- Have gained practical experience in fashion marketing and communications, fashion retail projects, ethical fashion systems.
- Have acquired skills relating to effective communication, event coordination and working in the UN System.

**How to Apply:**

Please send your CV and cover letter to efashion@intracen.org by November 10th, with the email title ‘Communications Intern’.