

The Office of the United Nations High Commissioner for Refugees Washington Regional Office for the United States of America and the Caribbean seeks volunteer interns to assist the Caribbean Protection Unit staff.

Caribbean Protection Unit based in Washington, DC

Interns will assist with casework related to the assistance and protection of asylum-seekers and refugees in the Caribbean region. This is a non-legal unpaid internship.

Key Administrative Responsibilities include:

- Researching country of origin information related to asylum cases using governmental, NGO reports and internet research.
- Maintaining electronic databases of asylum-seekers and refugees using Microsoft Excel and an internal database program, and opening, updating and closing of asylum seeker files.
- Monitoring news for maritime incidents and migration flows in the Caribbean.
- Drafting quarterly population statistics according to UNHCR reporting template.
- Conducting basic telephone inquiries to embassies, Caribbean government ministries and non-sensitive phone and email communication with asylum-seekers and refugees.
- Assisting with special projects and translation of documents and correspondence.

Qualifications and Experience:

- Excellent oral and written communication skills. Attention to detail required.
- A high level of computer proficiency. Familiarity with electronic databases preferred and strong proficiency with Microsoft Excel required.
- Ability to multi-task and prioritize with minimal supervision.
- Fluency in English required; fluency in French or Spanish preferred.

How to apply

Applications must be complete or they will not be considered. Please send resume, cover letter, a brief writing sample (2-3 pages), and dates of availability to the Caribbean Unit Intern Coordinator, UNHCR, 1775 K Street, N.W., Suite 300, Washington DC 20006, Fax: 202-296-5660, Email: usawa@unhcr.org.

- Winter/Spring 2011: Part-time (minimum 20 hours per week) to full time (maximum 40 hours); internship expected to last a minimum of 10 weeks. Applications will be reviewed on a rolling basis, all applications reviewed by September 30, 2010. (Flexible start date by mid January).
- Summer 2011: Full time (35-40 hours); internship expected to last a minimum of 10 weeks. Applications will be reviewed on a rolling basis, all applications reviewed by March 15, 2010. (Flexible start date by late May- early June).

**Please note that we are unable to provide scholarships, living or moving stipends.*