

Terms of Reference – Internship, Fall 2026

Communications and Event Management

The Dag Hammarskjöld Foundation offers an internship position in *Communications and Event Management* for BA/MA level students and recent graduates for the fall of 2026. This internship provides an opportunity to develop professional skills in a dynamic international environment by playing an integral role in the Foundation's event management, including the organisation of the annual [Dag Hammarskjöld Lecture](#). In addition, the intern will contribute to the Foundation's strategic and operational communications work.

About the Foundation and the Lecture

The Dag Hammarskjöld Foundation was established in 1962 in memory of the second Secretary-General of the United Nations. The Foundation is a “think-and-do-tank” with a focus on effective multilateralism with the UN at its center and aims to advance dialogue, principled policy, and effective practice for sustainable development and peace.

The Foundation's flagship event is the annual Dag Hammarskjöld Lecture, jointly hosted by the Foundation and Uppsala University in memory of Dag Hammarskjöld. The lecture recognises individuals who exhibit the values that inspired him personally and as Secretary-General and previous lecturers include António Guterres, Ban Ki-moon and Kofi Annan.

Description of the internship position

The intern will work closely with the coordination of the Lecture such as outreach and communications, registration, and other logistics. In addition to the Lecture, the intern will contribute to communications across the Foundation's programmes, such as producing stories and visuals for digital channels, supporting the launch of new publications, and helping organise knowledge-sharing events and webinars about multilateral cooperation.

Duties and responsibilities

- Assist in planning and executing (high-level) international meetings, seminars and events including the annual Dag Hammarskjöld Lecture
- Provide support in outreach and communications (website, social media, newsletter)
- Produce and edit visuals such as photographs and short videos
- Help in drafting, editing of concept notes, reports, blogs and publications
- Perform additional tasks as needed

Qualifications and experience

Applicants should be enrolled in or recently graduated from a BA/MA programme in a relevant field. Strong organizational, communication, and multitasking abilities are essential, as are excellent communication and

writing skills in English. Previous experience with the United Nations or in an international environment is an asset.

Internship period

The internship will run for approximately 20 weeks, from mid-August 2026 to end of the year on a full-time basis, as agreed to by the intern and the Foundation. The exact dates will be determined in consultation with the selected candidate. Both parties have the right to terminate the internship period with two weeks' notice if either feels that their expectations are not being met.

Expectations

The Foundation does not offer remuneration for internships but is willing to complete any paperwork needed for interns to receive external grants or stipends, as well as academic credit, during their internship period. Employment is not offered following the completion of an internship.

Interns are expected to maintain confidentiality outside of the Foundation regarding the details of internal meetings, collaboration, and related activities. All work conducted by the intern at and for the Foundation will remain the property of the Foundation. The intern must therefore ask permission before using this work for other purposes.

All staff members including interns are expected to work from the office in Uppsala, Sweden, at least three days per week.

Supervision and support

The intern will report to the Programme Manager. Regular check-ins and mentorship will be part of the internship experience to ensure that learning and mutual expectations are met.

Applications

Please send your application to recruitment@daghammarskjold.se no later than 17 April 2026, with "Last Name, First Name: "Communications and Event Management Internship Application" in the subject heading. The application should be in English and include a short letter of interest and a CV.

International applicants must ensure that their student residence permit in Sweden allows them to undertake an internship. If the internship is not part of their formal studies in Sweden, a separate permit from the Swedish Migration Agency may be required before applying.

More about the Foundation: www.daghammarskjold.se. For questions, please contact Programme Manager Annelies Hickendorff at annelies.hickendorff@daghammarskjold.se.