**Position title:** Policy department Intern  
**Reports to:** Policy officer  
**Location:** tbd (ideally in Peru, Germany, NYC, Mexico City)  
**Grade:** tbd  
**Supervises:** N/A  
**Date:** October, 2014

**Background:**

The Climate Action Network (CAN) is a worldwide network of over 900 Non-Governmental Organizations (NGOs) in more than 100 countries, working to promote government and individual action to limit human-induced climate change to ecologically sustainable levels.

CAN members work to achieve this goal through information exchange and the coordinated development of NGO strategy on international, regional, and national climate issues. CAN has regional network hubs that coordinate these efforts around the world.

The Policy program intern will help to coordinate, inform and support Climate Action members’ members on all levels in an efficient, confidential and professional manner. This includes, updating CAN’s homepage with relevant information, help with the development of publications, liaising with CAN’s network members, assisting with events, organizing meetings and other logistics help to the policy department.

Our work is challenging and exciting and we love what we do. To join our team you need to be passionate, results-orientated and have a positive attitude.

**Responsibilities:**

- Update the CAN-I website (update links, names and upload new documents; strategize and develop a tagging/organization process for old and new documents)
- Provide input to the website (draft and update introductory resource page section for CAN’s work on the post-2015 process, DRR framework, UNFCCC etc.)
- Make suggestions on how to improve the website in order to have CAN’s post-2015 agenda work better reflected as well as to help in getting the website to reflect these changes.
- Help to organise relevant meetings (physical and remote) including venue notification, technical and logistical facilities, drafting agendas and recording accurate minutes
- Assist in the organisation of events, including sending out invitations, monitoring responses, reservation of venues
- At UNFCCC sessions assist with the drafting, delivering and monitoring process of interventions and statements, CAN Daily meetings, and capacity building sessions for members
- If possible and a plus, help with the translation of relevant policy documents and positions into English, Spanish, French, Chinese and/or Russian

**Requirements:**

- Currently enrolled in (or has) a BA/BS university degree program or similar degree
- Excellent verbal & written communication skills in English (and preferably another UN language)
- Computer literate: MS Office (PPT, Excel advanced level, Word, basic website skills)
- Excellent organization and planning skills
- Ability to multi task and manage several projects at the same time
- Attention to detail
- Ability to respond to a changeable working environment where there may be last minute requests to change meeting arrangements, etc.
- An interest in sustainable development and climate change issues