

Position Vacant: Intern - Network Development Department



Title: Intern - Network Development Department

Location: Flexible, with computer and reliable internet access and ideally in a developing country.

Hours: Part-time for three months (with the possibility of extension).

Start date: As soon as possible.

Climate Action Network (CAN)

The International Secretariat of the Climate Action Network (CAN) is currently seeking an Intern for its Network Development Department. CAN is a network of more than 900 members from more than 100 countries, working together to fight climate change. CAN operates on national, regional, and international level, and its national/regional work is organized through its regional/national nodes (networks). CAN has more than 20 nodes around the world with different stages of development and levels of capacity.

Network Development Department

The CAN International Secretariat Network Development Department works to: support CAN's regional and national nodes (networks) build their organizational capacity and skills; increase and strengthen the network; engage and grow the broader climate change movement, which CAN contributes to, as well as working to support and implement specific projects to support regional and national climate change work.

Position description:

The Network Development Department is responsible for coordinating the organization of an annual CAN International Secretariat and CAN node coordinators meeting. This meeting provides an opportunity for the secretariat and node coordinators to share and update each other on their work and discuss and plan for future work and joint activities. As one of the few opportunities available for the CAN team to meet together face to face this event is one of the most important in the year for building relationships and strengthening the network. The intern will work closely with the Network Development Department to coordinate this meeting as well as providing support to the department's other work and activities. A significant amount of the work involved in this position is administrative but it will also be a unique experience to support this event, which brings climate change networks from around the world together, and to learn about CAN and its network strengthening work. The Intern will also be supported as much as possible to be engaged in the department's wider tasks and to gain exposure to other areas of the CAN Secretariat's work.

Specifically, to support the coordination of the Secretariat and Coordinators Annual Meeting, the Intern will:

- Support the department with all the logistical arrangements, including venue booking and arrangements, accommodation and travel booking and arrangements, visa support (as applicable), liaising with local suppliers etc.;
- Liaise with CAN Node Coordinators to prepare and facilitate their participation in the meeting;
- Support the department to coordinate the development and agreement of the meeting's agenda and content for the different sessions and discussions, including preparing and organising materials, documents, facilities etc.;
- Supporting the department with all other logistical and support functions to ensure the meeting is successful including, taking notes, writing reports, assisting with budget management and financial procedures, etc.; and
- Contribute to an article on the CAN Secretariat and Coordinators Meeting for the quarterly CAN newsletter and compose a blog to feature on the CAN website.

More widely the intern may also support the department:

- In implementing its externally funded projects including: setting up calls and taking minutes, helping with project administration and logistics, communication, monitoring and evaluation and reporting writing;
- In supporting the regional and national nodes to improve their organisational effectiveness through supporting their use of a variety of tools (including some research and design of some tools), helping them to make improvements in their systems and inter-communication including peer learning and sharing;
- To support regional and national nodes to increase and enhance their inter-communication, membership and wider external communication through supporting the development and use of websites, email groups, and other tools;
- To liaise and organise events etc. across CAN and beyond that can share learning and increase impact;
- With interpretation and translation depending on the activities and the language skills of the intern;

Desirable/required qualities

- Strong command of written and spoken English **and** French is required, additional language skills are an asset, especially Arabic;
- Proven experience working in developing countries, and a keen understanding of the challenges in communication, resource constraints, and other unique circumstances found in working in a global setting;
- Previous exposure to and general understanding of the issues surrounding sustainable development and climate change;
- Experience working in a network or collaboration of NGOs in developing and developed countries;
- Desire to strengthen the climate change movement indirectly through work to build connections and capacity rather than working directly on policy, campaigns/advocacy or communications work;
- Excellent presentation, communication and facilitation skills;
- Cultural sensitivity and ability to respect and work well with people from different backgrounds and disciplines;
- Ability and experience working in a remote office; and;
- Attention to detail, strong organizational skills and willingness to work under time constraints and pressure.

Salary, resources, duration and travel

- This internship is unpaid but expenses incurred by the intern whilst on a work assignment, with prior agreement from CAN, will be reimbursed.
- The intern will need to use their own computer and have reliable internet access. All CAN work is managed through emails and Skype calls and therefore reliable, fast internet is required for this position.
- The intern position is for a minimum of three months (starting as soon as possible) with the possibility of extension.
- The location of the annual Secretariat and Coordinators' meeting has yet to be confirmed but it is hoped that the intern will be able to attend this meeting, the travel expenses for which CAN will cover if it is not in their home country. No other travel is envisaged within this internship.

To apply:

Please send a cover letter and resume/CV to can-jobs@climatenetwork.org with the subject: "Network Development Intern Application".

Please note the deadline for this position is **Monday 19 January 2015** but applications will be reviewed as they are received and phone/Skype interviews will be arranged for short listed candidates on a rolling basis. Therefore please **apply as soon as possible** before the deadline as we hope to select the candidate as soon as possible.

Please, no telephone inquiries. Based on the expected large interest in this position and limited capacity, only candidates short-listed for interview will be contacted.

CAN is an Equal Opportunity Employer. Individuals from developing countries are strongly encouraged to apply.