



# Internship, Environmental Communications

Washington, D.C.

## Company

Climate Focus is a pioneering international advisory company committed to the development of policies, programs and projects that mitigate and adapt to the impacts of climate change. Our international and multidisciplinary team works closely with the private sector, governments and non-governmental organizations across a range of sectors including renewable energy, forests and agriculture, waste, transport, and energy efficiency.

We provide independent advice that is relevant for today's decision-makers, ranging from the development of climate policies to the development of business models for sustainable land use. Our advice is rooted in a profound knowledge of climate change policies, global land use challenges, and innovative development solutions.

Climate Focus was founded in 2004 and has offices in Amsterdam, Rotterdam, Berlin, Bogotá, and Washington, D.C. Our team of experts is complemented by a broad and diverse network of in-country and international partners. More information on [www.climatefocus.com](http://www.climatefocus.com).

## Position description

Climate Focus is seeking an intern with an interest and background in environmental communications to join our office in Washington, D.C. in May or June 2020. The position starts with a 3-month commitment, in a full- or part-time capacity, with the possibility for extension up to 6 months. This is an excellent opportunity to work with a pioneering, versatile, and dynamic organization that is committed to advancing new research, analysis, and implementation of land use policy. The successful candidate will be a team player and be familiar and comfortable working in a range of environments and geographies with a diverse group of clients and colleagues. The position is best suited for candidates with a strong interest and background in communications with foundational knowledge of environmental issues related to climate change and land use. This is a paid internship.

As part of this internship you will have the chance to work in close collaboration with Climate Focus staff to:

- Design and implement digital communications strategies for high profile projects with global scope and reach
- Develop and contribute to a variety of written material, including briefing papers, blog posts, newsletter articles, press releases, case studies, reports, and more
- Support the maintenance and development of websites and social media accounts

- Supporting engagement with external experts, partner organizations, and other relevant stakeholders
- Assist in the planning and coordination of events, conferences, meetings, calls, and presentations
- Support, through research, writing, and editing, projects on issues including, but not limited to, deforestation-free production of commodities, sustainable supply chains, climate smart agriculture, and climate finance
- Support advisory projects for government, multilateral, and private sector clients in agriculture, forestry, and other land use (AFOLU)
- Assist in business development efforts through proposal writing and coordination

## Profile

The successful candidate will have or be actively pursuing a graduate degree in communications, marketing, public relations or journalism; or sustainability, environmental policy, business, forestry, agriculture, or a related discipline with significant coursework in marketing and communications. A full-time (40 hours/week) role is preferred, but a candidate should be able to work a minimum of 20 hours per week.

The ideal candidate will also have:

- Demonstrated experience and interest in environmental communications, with relevant academic and/or professional experience.
- Excellent writing and communication skills, including comfort with a wide range of social and traditional media channels.
- Ability to work well within teams across disciplines and cultures.
- Knowledge of computer programs and tools including Microsoft Office, Google Suite, and other tools (such as website CMSs, Canva or InDesign, etc.) to produce and manage communications materials
- Strong research skills
- Fluency in English (spoken and written) is required, and advanced language skills or fluency in Spanish is a plus.
- Excellent organizational skills and ability to work under multiple and competing deadlines.
- Permission to work in the U.S.

## Application

Interested candidates should submit their resume and a cover letter in English via e-mail to [e.matson@climatefocus.com](mailto:e.matson@climatefocus.com). Please include the word "Internship" in the subject line. Your cover letter should include your availability to start and your expected hours per week.

Applications will be accepted until March 27th and will be considered on a rolling basis until the position is filled. It is encouraged that you apply early.

Due to the volume of applications received, we are not able to respond to each applicant individually. Candidates selected for interviews will be contacted.