![DARA - IMPACT MATTERS logo]
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INTERNSHIP: CLIMATE VULNERABILITY INITIATIVE
EXTERNAL RELATIONS AND POLITICAL SUPPORT

Founded in 2003 and based in Madrid, DARA is an independent international organisation committed to improving the quality and effectiveness of aid for vulnerable populations suffering from conflict, disasters and climate change.

DARA is a leader in humanitarian research with work having spanned over 40 countries across five continents. DARA publishes proprietary research, such as the *Humanitarian Response Index* promoting improved humanitarian donorship among developed country governments. DARA also provides wide-ranging Technical Assistance and Evaluations of Aid for a variety of governments, United Nations and European Union agencies, as well as for major international and non-governmental organizations, including the Red Cross/Red Crescent Movement.

The Climate Vulnerability Initiative (CVI) encompasses DARA's work on climate change. The programme produces the *Climate Vulnerability Monitor* (CVM) report (biennially), presenting the most up-to-date analysis on the impact of climate change on populations worldwide and how best to respond. DARA also provides Technical Assistance to governments of highly vulnerable countries involved in the Climate Vulnerable Forum founded by the President of the Maldives.

DARA seeks to immediately recruit a qualified intern.

Responsibilities:

Under the supervision of DARA's Climate Vulnerability Initiative Head, the CVI internship provides a motivated young professional with an opportunity to be a part of a core thematic team within an internationally active research and technical assistance organization directly involved in DARA's many key activities relating to climate change.

The CVI intern is involved in a range of outreach, research, drafting/editing, external relations, external communication and administrative tasks. Specific duties will likely include:

- Assisting with the day-to-day management of relations with governments, inter-governmental organizations, international experts, and others, including with the members of the Advisory Board and Peer Review Committee of the CVM report;
- Drafting of correspondence and follow-up related to partnerships efforts;
- Supporting the preparation of conferences, seminars and bilateral meetings, which may involve further research/document drafting work, and in terms of follow-up, the preparation of meeting reports;
- Dissemination of communication materials and reports produced by the CVI team;
- Other relevant tasks as per the evolving demands of the CVI programme and the individual interests of the intern.

Qualifications and Skills:

- Completed or pending completion of a degree in a relevant field (e.g. International Relations, International Law, International Economics, Environmental Studies etc.);

- Native/highly-fluent English speaker, good command of Spanish is a plus, further languages also of advantage;
- Proven interest in humanitarian aid and development cooperation;
- Prior exposure to or involvement in climate change or environmental issues;
- Prior experience within an international organization, research institute/think tank, non-governmental organization or other civil society context;
- Ability to express ideas clearly in writing and to work independently and as part of a compact international team;
- Flexibility and capacity to multi-task;
- Advanced use of MS Office (Word, Excel, PowerPoint), proficiency with design applications (Adobe) and online content management systems (such as Wordpress) or html/other computer languages also a plus;
- Commitment to a four-month period.

Internship Conditions:

- Travel Pass
- Food Allowance, EUR 136 per month through an electronic card
- Liability insurance

Interested candidates should email cover letter and resume, to bmunoz@concordia21.org please write the words "INTERN APPLICATION CVI EXTERNAL RELATIONS AND POLITICAL SUPPORT" in the subject line of your email. Applications accepted on a rolling basis until February 3rd 2012.