



JOB DESCRIPTION



JOB TITLE: The Cash Learning Partnership Americas Virtual Internship

LOCATION: Home-based

JOB FAMILY: Communications and Administration

BACKGROUND

The Cash Learning Partnership (CaLP) is the global partnership of humanitarian actors engaged in learning, knowledge sharing, networking, policy and coordination around the appropriate and timely use of Cash and Voucher Assistance (CVA) in humanitarian response. CaLP works collectively with actors to increase the scale and quality of CVA by bringing organizations together to address the most pressing issues for CVA.

Currently CaLP has over 80 members, united by the commitment to jointly share CaLP’s vision that humanitarian assistance offers the greatest choice, dignity and value for people affected by crisis. Members which include UN Agencies, donors, international NGOs, local NGOs and private sector organizations deliver the vast majority of cash transfer programming in humanitarian assistance worldwide. The Board, Technical Advisory Group and Global Cash Policy Network are all drawn from the membership.

A small secretariat works with members to achieve four strategic objectives:

- Provide specialist capacity building services and advice
- Make the evidence base easily accessible, improve it and apply it through standards and tools
- Provide support to coordinating bodies
- Ensure influential policy processes advance CVA and the Global Framework for Action

As the largest network of CVA practitioners, CaLP is in a unique position to catalyze learning across its members to increase the scale and most importantly the quality of CVA in humanitarian response.

CaLP has offices in Amman, Dakar, Geneva, Nairobi, Oxford and Washington, DC. CaLP staff are hosted and employed by several NGOs, including Action Against Hunger-US, which administers this position. In 2015 the CaLP’s Americas office was established in Washington DC, focusing on capacity building and institutionalization for North American (USA and Canada) NGOs and institutions, through the delivery of a capacity baseline, targeted training, peer-to-peer support and learning activities surrounding CVA and monitoring & evaluation. In 2017 it began to widen its scope, engaging with actors in the Latin America and Caribbean (LAC) region. Since its initial engagement in LAC there has been an increasing demand for support, particularly to the Venezuela crisis which has eclipsed the region and beyond with wide-ranging socio-economic impacts. The use of CVA is increasing in humanitarian responses and its linkages to social protection systems in the region.

PURPOSE

The CaLP Americas internship will focus on the Latin America and Caribbean region, assisting the team with programme, communication and administration support to carry out the activities in the 2020 work plan. The internship will allow the intern to deepen his/her knowledge on humanitarian response through CVA.

REPORTING LINES

- Post holder reports to: CaLP Americas Programme Officer

AREAS OF RESPONSIBILITY

- Support with the development of activities to carry out CaLP's strategy in the region.
- Translate, edit, and proofread a range of materials in Spanish to ensure consistency with key messages and style guidelines.
- Research CVA practices in the Latin America and Caribbean region.
- Aid in the creation of external communications products for social media
- Support with the management of stakeholder outreach, including email lists and digital media to disseminate information on events and trainings.
- Provide administration and logistical support in organizing regional events and trainings. This includes liaising with participants and providing logistical arrangements.

REQUIRED QUALIFICATIONS

- Professional/native fluency in Spanish and English
- Possess strong written and verbal communication skills
- Excellent organizational and planning skills
- Team player with good interpersonal skills
- A high level of computer literacy in Microsoft Office
- Ability to multi-task

PREFERRED QUALIFICATIONS

- Experience working in an international aid organization or non-profit setting
- Knowledge and/or experience working in Latin America and the Caribbean
- Experience using social media and other virtual communications tools such as Mailchimp