CaLP Americas Intern

JOB TITLE: The Cash Learning Partnership, Americas Intern

LOCATION: Washington, DC, Panama City, Panama, remotely-based

JOB FAMILY: Technical

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. CaLP’s vision is that humanitarian assistance creates the greatest value, choice and dignity for people in crisis. CaLP’s mission is to increase the scale and quality of CVA as a tool for humanitarian assistance.

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

CaLP is a dynamic organization and offers many learning opportunities for team members, including the intern, to learn more about CVA from technical and strategic perspectives. The CaLP secretariat does not deliver CVA directly.

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. The Americas office in Washington, DC, supports work in both donor country contexts in the U.S. and Canada and increasingly, to support CVA actors’ responses in various responses in Latin America and the Caribbean. Its agenda includes promoting improved coordination, information sharing, capacity building and strengthening the evidence base for CVA.

PURPOSE

The CaLP Americas internship will focus on the Latin America and Caribbean region, assisting the team with program, communication and administration support to carry out the activities in the
2019/20 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 Program Officer

AREAS OF RESPONSIBILITY

- Translate, edit, and proofread a range of materials in Spanish to ensure consistency with key messages and style guidelines.
- Support with research on CVA in the Latin America and Caribbean region.
- Provide administration and logistical support in organizing regional events and trainings. This includes liaising with participants and providing logistical arrangements.
- Support with the management of stakeholder communications, including email lists and digital media to disseminate information on events and trainings.

REQUIRED QUALIFICATIONS

- Current or recent undergraduate or graduate student
- Professional/native fluency in Spanish
- 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
- Must be authorized to work in the U.S. if not a U.S. citizen.

PREFERRED QUALIFICATIONS

- Experience working in an international aid organization or non-profit setting
- Knowledge and/or experience working with Latin America and the Caribbean
- Experience using Mailchimp

COMMITMENT AND BENEFITS

- Minimum requirement: 15 hours of work per week and 3-month commitment (preference to 6-month commitment). Schedule will be agreed upon based on availability and team needs.
- While this is an unpaid internship, the intern will receive lunch reimbursement up to $10 a day, as well as a monthly MetroCard for travel to and from the office.
- We can work with the chosen intern’s institution to provide academic credit if permitted by your academic Institution.

GENDER EQUALITY COMMITMENTS

- Foster an environment that reinforces values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Respect beneficiaries’ women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
- Value and respect all cultures