

## **INTERNSHIP ANNOUNCEMENT**

**Intern: Due Diligence, Corporate Social Responsibility, and Responsible Sourcing**

**Posting Date: May 10, 2022**

**Start Date: June 6, 2022**

**Deadline for Applications: 11:59 pm EDT May 23**

RESOLVE is an independent non-profit organization in Washington, D.C. We forge sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed. Our project areas include sustainable sourcing of natural resources; healthy ecosystems; public and environmental health; energy; and climate change.

### **Role Description**

RESOLVE is seeking an intern to undertake a special project in Due Diligence and Corporate Social Responsibility. This is a paid, temporary position requiring 28 hours per week for 3 months, with the possibility of a one-month extension. The position allows for a flexible schedule, to be discussed and confirmed with a supervisor upon hiring. The intern will receive a stipend of \$1750 per month, to be paid in bi-weekly increments.

The intern will work closely with RESOLVE's Sustainable Resources team, which seeks to improve the social, environmental, and development contribution of the natural resource sector and accelerate the transition to a low-carbon future. As such, candidates with a particular interest in responsible mineral supply chains, tools for better company/community relations, and other market, policy, and development solutions to critical resource and social challenges are especially encouraged to apply.

Responsibilities include:

- Conducting extensive web-based due diligence research relating to human rights, social, and legal performance for organizations considering a prospective partnership;
- Analyzing and synthesizing findings in summary reports;
- Briefing senior staff and U.S. government colleagues on findings and recommendations;
- Assisting with drafting related informational materials;
- Preparing a package of materials and processes to support future due diligence processes; and
- Preparing materials to support new member onboarding.

### **Inclusion**

Inclusion is fundamental to RESOLVE's mission. In all our work, we strive to promote respectful engagement across diverse perspectives and backgrounds. Our 40+ year record demonstrates that diversity of voices – and inclusion of those who have often been excluded – drives innovation and development of lasting and equitable solutions to critical social, health, and environmental challenges.

While the fundamental task for this internship primarily involves due diligence analysis and reporting, RESOLVE seeks to address historic demographic imbalances in and systemic barriers of entry to professional fields such as conflict-resolution, consensus-building, negotiation, and mediation, all of which are pillars of RESOLVE's approach to sustainable solutions. RESOLVE commits to incorporating professional development feedback and opportunities into the internship's assignments to promote exposure, learning, networking, and other beneficial resources.

### **Qualifications**

A Bachelor's degree OR 4+ years of professional experience in a relevant field is required. This position is open to candidates with any disciplinary background but may be of particular interest to those with backgrounds in Political Science, Foreign Policy, Business, Corporate Social Responsibility, or other related disciplines. The successful candidate will show creativity and curiosity in their approach to research, have strong writing skills, and possess an aptitude for clear and concise synthesis.

**Application Instructions**

To apply, please submit a cover letter, resume, and a short writing sample in PDF format to Tommie-Lynne Enright. ([tenright@resolve.ngo](mailto:tenright@resolve.ngo))

Please do not call staff or inquire about opportunities by phone.