

## **INTERNSHIP ANNOUNCEMENT**

**Intern: Responsible Sourcing Communications and Research (Dec/Jan – May)**

**Posting Date: August 18, 2023**

**Start Date: Ideally December 4, 2023 (would consider early January for the right candidate)**

**Deadline for Applications: 11:59 pm EDT September 22**

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's Sustainable Resources program is seeking a Communications and Research intern. This position will primarily support the [Public-Private Alliance for Responsible Minerals Trade](#) (PPA), to which RESOLVE serves as the Secretariat. This is a paid, temporary position requiring 24 hours per week for 6 months, with the possibility of an extension, to be scoped in March 2024. The position allows for a flexible schedule, to be discussed and confirmed with a supervisor upon hiring. The intern will receive a stipend of \$1632 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 and policies 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 research relating to Environmental and Social Governance (ESG) issues impacting key minerals and geographies of importance in the context of the clean energy transition (e.g., Indonesian nickel and cobalt; lithium in Argentina, Bolivia, and Chile; etc.);
- Supporting PPA member recruitment by identifying organizations that well-positioned to engage on the topics above, and assisting with outreach;
- Generating communications collateral (e.g., brochures/one-pagers, reports, infographics, newsletters, etc.) to support recruitment and to promote interest in and education on key program areas;
- Maintaining project websites with relevant and accurate updates;
- Developing guidance to capture learnings and processes to benefit future interns;
- Supporting post-production and summary materials following virtual events; and
- Assisting with drafting logistical project materials, including memos, meeting invitations, and other correspondence.

### **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**

This position is open to candidates with any disciplinary background, who bring creativity and curiosity in their approach to research, have strong writing skills, and possess an aptitude for clear and concise

synthesis. Additionally,

- A Bachelor's degree OR 4+ years of professional experience in a relevant field is required.
- Experience with digital/graphic design tools (such as Adobe Illustrator or web-based platforms like Canva) is preferred

This role may especially appeal to those who have a strong interest in: business and human rights; corporate social responsibility; government and international affairs; the extractives sector; community development, and/or other related topics.

**Application Instructions**

To apply, please submit a cover letter, resume, and two short writing samples 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.