



Terms of Reference & Vacancy Notice
Aroha Internship Program
PROGRAM ASSISTANT – CLIMATE CHANGE POLICY
December 2022

Role	Program Assistant (Internship) – Climate Change Policy
Function	Contribute to the activities of Aroha’s “Policy Shift” work pillar, in particular within the Climate Vulnerable Forum (CVF)
Aroha Work Area	Policy Shift
Start Date	01 March 2023
End Date	30 June 2023
Duration	4-months with flexibility/possibility of extension
Place of Work	Geneva (Switzerland), partially remote with 1 day in office per week
Compensation/Benefits	CHF 1’000 monthly stipend
Occupation Rate	80%
Supervisor	Program Officer
Contract Type	Fixed-term staff employment contract for internships
Contact/How to Apply	CV and cover letter to send to applications@aroha.ngo and registration through this form
Application Deadline	22 January 2023

Organizational Context

Aroha was established with its seat in Geneva in 2017 as an independent, international non-profit organization operating worldwide. Aroha aims to avert climate chaos by mobilizing actions towards limiting global warming to 1.5°C, enhancing protection of vulnerable communities and ecosystems, and maximizing benefits of the transition to a climate resilient future. Towards these objectives, Aroha operates in partnership with public and private entities across four principal work domains:

- Policy Shift: Contributing to the development of policies to ensure action consistent with averting climate chaos;
- Financing and Implementation: Contributing to the effective financing and supporting the implementation of actions to avert climate chaos, including through the work of the Financial Future Center (FFC), hosted at Aroha;
- Communications and Partnerships: Contributing to awareness and understanding and developing and sustaining partnerships vital to averting climate chaos;

- Administration: Supporting Aroha's programs in the policy, financing and implementation, and communications and partnerships domains with effective internal finance and administration systems.

Position Purpose

The purpose of Aroha's Internship Program is to provide an early professional experience for participating students through active engagement in the daily working life of the global programs of a Geneva-based non-profit organization with collaborations worldwide. The Internship Program benefits the work of Aroha for which participating interns are compensated according to a flat-rate monthly stipend.

Under Aroha's Internship Program, the Program Assistant will support the work and fulfillment of the mission of Aroha, as well as one or more of the organization's main work pillars. For this assignment, the Program Assistant's main pillar of focus will be "Policy Shift". More specifically, the Program Assistant will contribute to Aroha's advisory and operational support to the Climate Vulnerable Forum (CVF), a voluntary, non-treaty organization for vulnerable developing countries specifically focused on climate change action and policy.

Responsibilities

The Program Assistant will focus on contributing to Aroha's "Policy Shift" pillar, and more specifically on supporting its work for the CVF and its partners. Activities will include supporting the coordination of the CVF fellowship programs, the organization of regional & international CVF meetings, among others. The Program Assistant will be responsible for the performance of tasks such as:

- Organizing virtual and in-person meetings;
- Participating in events and minutes-taking;
- Monitoring and reporting on climate change negotiations and other relevant issues (e.g., environment, human rights, migration);
- Desk research and document drafting;
- Creating and posting content on social media platforms & websites;
- Managing and drafting correspondence;
- Administrative support (e.g., contracting service providers, liaising with CVF members & partners, supporting travel arrangements for sponsored delegates).

Additionally, the Program Assistant may be requested to perform any other relevant tasks of an organizational or substantive nature as directed by the supervisor, according to evolving Aroha programmatic and project needs.

Desired Profile

Education & Enrolment Status

Currently enrolled in relevant studies in a master's level program; holding a relevant master's degree and pursuing an internship as a requirement to start a new program (must be attested by the concerned training institute); or in certain cases, holding a relevant master's degree and

pursuing a professional/social reintegration internship falling under a federal or cantonal legal authority. Relevant studies include: International Affairs/Relations, International Development Studies, Public Policy, Climate Change/Environmental Studies, or related fields.

In line with the internship regulations in effect in the canton of Geneva, student participants shall take part in the Internship Program as part of their studies, or as a precondition to enter a program. **An agreement shall be signed between the student, the university and Aroha, covering the entire duration of the internship. Professional or social reinsertion internships must fall under a federal or cantonal legal authority.**

Professional Experience

Previous work experience or demonstrated interest in non-profit operations, sustainable development, climate change, and/or environmental protection policy is required. Experience in an international organization, the non-profit sector, and/or working in/with least developed countries is an asset.

Competencies, Skills & Languages

In addition, the Program Assistant must have the following competencies and skills:

- Strong organizational skills, including the ability to identify clear objectives, prioritize effectively, and use time efficiently;
- Proficiency in Google Suite (Drive, Docs, Sheets, Slides, Forms, Calendar, etc.), Microsoft Office (Word, Excel, PowerPoint, etc.), social media platforms (Twitter, TikTok, LinkedIn, Instagram, Facebook, etc.), Zoom, and WordPress;
- Excellent interpersonal, oral and written communication skills;
- Ability to work collaboratively with colleagues from different cultures, as well as individually;
- Flexibility, ability to work under pressure, and meet tight deadlines;
- Fluency in English is required, and the ability to communicate professionally in French and/or in another UN language is an asset.

Further Information

Reporting Relationship

The Program Officer will direct, supervise and monitor the work of the Program Assistant. Participants in Aroha's Internship Program are expected to also undertake work autonomously in carrying out tasks within the scope of the duties and responsibilities foreseen for each specific internship assignment. Subject to internal reorganization of Aroha, the supervision arrangement may alter during the course of the internship assignment and the Program Assistant will be duly advised in advance.

Contract Duration

The initial contract duration of 4 months may be subject to extension, although any extension is dependent on work performance, program needs, available finance and other factors. Aroha internships are of a minimum of 4 months in duration and may be extended up to a maximum of 12 months, working on an occupation rate basis of 80%.

Working Hours

The Program Assistant will work at 80%, i.e., 32 hours of work, divided into 4 days of 8 hours (unless otherwise agreed with the supervisor). Any other working basis is subject to a separate agreement with Aroha. The Program Assistant may generally work 3 days remotely, and 1 day at Aroha's office (subject to agreement with the supervisor). The Program Assistant is expected to work during Aroha core business hours of 10am – 4pm.

Trial Period

The employment arrangement is subject to an initial 2 weeks trial period, during which time either party may decide to freely discontinue the agreement with 7 days' notice.

Compensation

Under Aroha's Internship Program a stipend of CHF 1'000 per month is provided (total monthly compensation for an 80% basis). A contribution to mandatory Swiss/Geneva social security insurance is partially deducted from the stipend amount while Aroha also assumes the cost of a share of these charges over and above the stipend amount.

Accommodation & Travel

Interns must arrange for their own accommodation. They do not normally travel but may be required to conduct work at locations around Geneva, outside of Aroha offices. Aroha does not cover transportation-related expenses to/from Geneva for deployment, nor to and from Aroha's office and ordinary places of conference/meetings/operational activities, except for authorized official missions, in which case Aroha travel rules apply.

Other Requirements

Participants must hold appropriate work authorization for Switzerland, and ensure they have medical insurance valid for Switzerland, as this is not covered by Aroha. Applicants from nationals from outside European Union (EU) and European Free Trade Association (EFTA) member countries who are not Swiss residents must provide Aroha with proof that the candidate has obtained a grant of at least CHF 1'600 from a university or other organization for the purpose of the internship.

How to Apply

Aroha is a new and independent non-governmental organization based in Geneva, Switzerland, operating worldwide to avert climate chaos. Through its work at the CVF, it is passionately committed to support countries vulnerable to climate change and facilitate progress towards achieving the goals set out in the Paris Agreement. With this internship, the Program Assistant will be able to learn more about climate change policy from the perspective of climate vulnerable countries, and make an impact that matters in the largest threat the world has ever experienced. Aroha offers an inclusive workplace, flexible working conditions, and the opportunity to form lifelong connections in a young and international environment.

Aroha Terms of Reference & Vacancy Notice | **Program Assistant (Internship)**

We look forward to hearing from you! To submit your application:

- Please send your CV and cover letter in English, explaining your interest and motivation for this internship position to applications@aroha.ngo by 22 January 2023. The subject of the email should indicate “Application – Program Assistant (Internship) for Policy Shift”.
- In addition, please fill out the following online [form](#).

If you have any questions, please contact applications@aroha.ngo.

Aroha is committed to fostering a more equitable and sustainable world and welcomes candidates who uphold our values of diversity, equity, and inclusion. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age or disability, in accordance with applicable law.
