



Terms of Reference / Vacancy Notice

PROGRAM ASSISTANT

Aroha Internship Program

June 2022

Role:	Program Assistant (internship)
Function:	Participate in Aroha's internship program and contribute to the work and activities of one or more of Aroha's key projects
Aroha Work Area:	Communications & Partnerships
Start Date:	1 July 2022
End Date:	1 November 2022
Duration:	4-months with flexibility/possibility of extension
Place of Work:	Partially remote with 1-2 days 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/trainees
Contact / Apply to:	CV and Cover letter to send to admin@aroha.ngo and registration through [this form]
Application Deadline:	22 June 2022

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

Our Values

Aroha is				
Cause-obsessed	Imaginative	Fearlessly independent	Team-powered	Open

Our values are a central part of who we are and how we work. Aroha is an evolving entity and we seek to grow harmoniously by bringing individuals into our team who share the same values.

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/intern 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 Communication & Partnerships.

Reporting Relationships

The named supervisor(s) will direct, supervise and monitor the work of the Program Assistant (Intern). 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 (Intern) will be duly advised in advance.

Duties and Responsibilities

The Program Assistant/intern for Communications & Partnerships will support the supervisor’s activities related to developing and implementing communication initiatives of Aroha or its partners’ projects and programs. This includes the following tasks:

- Contribute to the development and content creation for Aroha’s social media channels.
- Support the development of Aroha’s new website and creation of Aroha’s intranet and newsletter.
- Contribute to the organization of physical, online and hybrid events related to Aroha’s activities.

- Complete event preparation documents, and event reports and evaluations, including surveys, events minutes/reports, event website and/or social media posting, and other related events operations and follow-up actions;
- Participate in maintaining partner contact databases.
- Develop, review and/or contribute to wide-ranging work and program documents, including concept notes, work programs, press releases, etc. relating to Aroha's programs with partners;

Other general tasks will include:

- Administration: Provide the administrative support necessary to ensure the effective running of the work pillar's operations. This can include contracting service providers, managing correspondence, and arranging meetings, among others.
- Activities support: Contribute to the work pillar activities according to need through the performance of tasks such as document drafting, participation in and reporting on events of interest to the work pillar, desk research, support in the organization of activity-related events, and further tasks as required.

Additionally, the Program Assistant (Intern) 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.

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, Human Rights, 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.**

Experience

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

Competencies, Skills & Languages

- Proficiency in Microsoft Office programs (especially Word, Excel, and PowerPoint) and Google Suite;
- Advanced social media skills (LinkedIn, Twitter, TikTok, etc.);
- Aptitude in using creative tools and programs such as Adobe Creative Cloud applications, Canva, is an asset.
- Strong organizational skills, including the ability to identify clear objectives, prioritize effectively, and use time efficiently;
- Excellent interpersonal, oral and written communication skills;
- Ability to work collaboratively with colleagues, as well as individually;
- Ability to work under pressure and meet tight deadlines;
- Native proficiency in English is required, and the ability to communicate professionally in French and/or in a UN language is an asset.

Other

Contract Duration

The initial contract duration stated in the Summary section 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 2 months in duration and may be extended up to a maximum of 12 months, working on an occupation rate basis of 80%.

Working Hours & Modalities

80% working basis of 32 gross working hours, 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 (Intern) may generally work 3 of the 4 working days remote/from home and 1-2 days at Aroha's office (subject to agreement with the Supervisor).