

RISE Internship

Program Assistant for the Climate Adaptation Research Program

Position Title: Program Assistant
Reports to: Dr. Julia Davies and Dr. Corrie Hannah
Hours/Week: 10-20 hours/week for up to 200 hours per internship experience
Date Range: Applications accepted on a rolling basis from July 2023 till August 2024
Location: Hybrid with some in-person meetings at the University of Arizona

Resilience Internships and Student Experiences (RISE) Program

The RISE Program is hosted by the Arizona Institute for Resilience (AIR) and aims to provide both undergraduate and graduate students with paid internships related to resilient environments and societies. RISE internships give students experience in workplace settings with an opportunity to grow their interpersonal skills and prepare them for careers after graduation.

About the Climate Adaptation Research Program

The [Climate Adaptation Research Program \(CARP\)](#) promotes a new generation of applied climate adaptation research in Africa with a focus on the impacts and implications for disaster risk reduction policies and strategies. CARP is an activity of the [Humanitarian Assistance Technical Support \(HATS\)](#) project at the University of Arizona in partnership with the Centre for Collaboration in Africa (CCA) at Stellenbosch University in South Africa. The CCA serves as the secretariat for the [Partners for Enhancing Resilience of People Exposed to Risks \(PERIPERI U\)](#), a network that consists of 12 higher education institutions (HEIs) across Africa. CARP supports the United States Agency for International Development (USAID)'s climate change adaptation strategy, the disaster management mission of USAID's Bureau for Humanitarian Assistance, and expansion of the institutional capacities and partnerships of the University of Arizona with networks of African HEIs in addressing global humanitarian crises.

The key objectives of CARP are to:

1. Fund and support localized research into climate change adaptation and disaster risk reduction in African HEIs.
2. Enhance the research capacity of early career professionals and young researchers in Africa focused on climate change adaptation and disaster risk reduction.
3. Develop an international community of professional scholars, policymakers, and practitioners that advances the understanding of climate change adaptation as a disaster risk reduction strategy across Africa.
4. Provide policymakers, development organizations, and donor agencies with improved scientific and research-driven knowledge on climate adaptation and risk mitigation that can inform public decision-making and development programming.

Internship Description

Under the supervision of Dr. Julia Davies and Dr. Corrie Hannah, the intern(s) will:

- Assist with the implementation of CARP's visibility and communications strategy.
- Contribute to writing and/or copyediting blogs, newsletter items, feature articles, reports, and website content for the CARP and broader HATS initiatives.
- Contribute to supporting content for webinars, workshops, and presentations as needed.
- Handle various administrative tasks, including webinar logistics, managing information about research scholars.
- Other duties as assigned.

The intern(s) will gain skills/experience in:

- Effective communications, project administration, and logistics.
- Increased knowledge of international development issues, challenges, opportunities, and funding protocols.
- Through collaboration with project partners the intern(s) will gain experience working on climate adaptation and disaster risk resilience topics and have both domestic and international networking opportunities (e.g with USAID's Bureau for Humanitarian Assistance and researchers at universities in Africa and globally).
- Contingent on the intern's performance and the availability of funds, the intern(s) may have the opportunity to attend international CARP workshops.

Qualifications

Pursuing or completed an undergraduate or graduate degree in one of the following (or related): international development, environmental and natural resources sciences, social sciences, geography, anthropology, public policy or administration, agriculture, forestry, African studies, public health, journalism, communications, OR have a combination of education and prior experience.

Preferred Experience

- Previous communications experience.
- Administrative and/or project management experience.
- Experience working in Africa or other international contexts.
- Knowledge and experience working in the fields of climate change adaption, disaster risk reduction, and resilience.

Preferred Skills

- Able to deal with multiple demands and shifting priorities in day-to-day work environment.
- Flexible, responsible, proactive, self-motivated, works well alone and with others.
- Excellent writing and editing ability.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Word, PowerPoint, and Excel.

- Familiarity with website design and management.
- Written and oral fluency in another language (e.g. African languages, Portuguese, French) (desired).

Compensation

The intern will be compensated by the University of Arizona. The pay rate is \$18/hour for undergraduate students and \$20/hour for graduate students.

Time Commitment

Work hours are mostly flexible depending on the intern's schedule, although the intern(s) will be expected to attend regular scheduled meetings on a weekly basis. Ideally, an intern will have some flexibility outside of regular work hours to participate in Zoom meetings and webinars with partners located outside of the U.S. as needed.

How to Apply

Applications will be reviewed on a rolling basis. Please email Dr. Julia Davies juliadavies@arizona.edu and Dr, Corrie Hannah corrieh@arizona.edu the following:

- Resume/CV
- A paragraph describing why you are interested in and qualified for this internship
- The timeframe you would be available to intern (start and end date)
- Number of hours per week you are looking for