



World Cocoa  
Foundation

### Fall/Winter 2013 World Cocoa Foundation Intern

The World Cocoa Foundation (WCF) is a membership based non-profit organization founded in 2000 for the purpose of promoting social and economic development as well as environmental stewardship in cocoa-growing communities. WCF achieves its goals by working through public-private partnerships that bring together donors, chocolate/cocoa industry members, cocoa producing country governments, research institutes and non-governmental organizations. In carrying out its mission, WCF provides a limited number of full-time and part-time Washington-based internship opportunities to motivated undergraduate and graduate students interested in developing their professional capacity in the field of sustainable international development. More information on WCF can be found at [www.worldcocoa.org](http://www.worldcocoa.org)

#### Intern Position Description:

*Primary tasks for the Fall/Winter 2013 intern will be as follows:*

- Support the Communications and Outreach team:
  - General advance support for the WCF Partnership Meeting and Roundtable Session, including production of materials, logistics coordination, and participant outreach
  - Assist in the input of web content and preparation of the WCF Research Update as needed
  - Assist in the maintenance of WCF databases (Avecetra and Constant Contact)
  - Prepare weekly compilations of relevant cocoa/chocolate news media articles for dissemination to WCF members
  - Compose initial drafts of articles, news releases and organizational correspondence
- Provide overall logistical/administrative support to the WCF Communications and Outreach team as needed

Interns work alongside the WCF professional team at our Washington offices and in support of WCF programs taking place in cocoa-producing countries and our outreach efforts around the world. WCF provides a modest stipend to its full-time and part-time interns. A minimum of 25 hours worked per week at the WCF office is required of part-time interns. WCF does not provide employee benefits to interns. Interns are also responsible for arranging their own accommodation in the Washington area and all work-related transportation, as well as other personal needs.

To apply, please send a cover letter and current resume to [wcf@worldcocoa.org](mailto:wcf@worldcocoa.org) No phone calls please. Applications are accepted on a rolling basis. The Fall/Winter 2013 internship period begins in September and ends on December 31.

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[www.WorldCocoa.org](http://www.WorldCocoa.org)