



World Cocoa Foundation: **Learning Agenda Internship**  
[www.worldcocoafoundation.org](http://www.worldcocoafoundation.org)  
Washington, DC

### **General Description:**

Established in 2000, the [World Cocoa Foundation](http://www.worldcocoafoundation.org) (WCF) is the world's leading organization for cocoa sustainability. The long-term goals of WCF are set out in our [new strategy](#):

- **Prosperous cocoa farmers** become truly sustainable and profitable, with transformation of traditional smallholder farming into modern business that deliver sustainable livelihoods for farmers and their families;
- **Empowered cocoa-growing communities** lead their own development, human rights are protected, and safety and wellbeing of children and families are strengthened; and
- A **healthy planet** is conserved and enhanced, with resilient and biodiverse landscapes in cocoa geographies, and the carbon footprint of the sector is reduced.

WCF works in six areas:

1. **Convene cocoa and chocolate industry in collective action** – to build an aligned, motivated, and knowledgeable membership engaged in collective action;
2. **Facilitate multi-stakeholder partnerships** – to engage and leverage the knowledge, financing, skills, and power of different stakeholders to jointly identify and solve key sustainability challenges in the cocoa sector;
3. **Facilitate industry engagement in policy dialogue with government** – to identify and address key barriers in the enabling business and policy environment in cocoa producing countries;
4. **Promote industry learning, knowledge sharing, and monitoring and evaluation** – in order to identify industry-wide lessons learned and good practices to accelerate science, innovation and impact within companies and across the sector, and strengthen transparency and accountability of industry results and performance;
5. **Help mobilize resources from development partners and financial and capital market institutions** – to leverage the additional financing that industry will require to successfully implement collective action initiatives; and
6. **Communicate industry investment and impact and manage reputational risks** – to showcase industry's sustainability efforts and results while identifying and proactively managing risks, particularly related to human rights and environment.

**Accra Office:** East Legon Boundry Road, Accra, Ghana. T + 233 302 542 187

**Abidjan Office :** Abidjan, Cocody Attoban, Rue J 153, Lot 23, Ilot 3215, Côte d'Ivoire. T +225 22 50 17 41

**Washington Office:** 1025 Connecticut Ave NW #1205, Washington DC 20036. T +1 202 737 7870

WCF is a membership organization open to private sector companies engaged in all aspects of the cocoa supply chain. WCF is headquartered in Washington, D.C., with offices in Ghana and Cote d'Ivoire.

**Internship Details:**

This position will be a remote position connected to one our three offices in the United States, Ghana, or Cote d'Ivoire. A minimum of 20 hours is required for this position. Interns are responsible for arranging their own work space and connection to our virtual office. WCF will provide access to all necessary virtual environments. Candidates must be authorized to work in the state and/or country of their connected WCF office.

**Internship Summary:**

WCF would like to contract a part time Research Intern to assist in the gathering, processing, and filing of new and emerging research which is related to topics found in the WCF Learning Agenda and associated learning questions. The WCF Learning Agenda focuses on three main pillars relating to cocoa sustainability: prosperous farmers, empowered communities, and healthy planet. New research articles will be identified via a Google Scholar and News key word alert as well as via other web-scraping tools , these articles will then be reviewed for relevance by the Research Intern, and those that are relevant to our learning topics will then be processed and saved to the WCF filing system in an organized manner for further internal reviewing by the WCF Learning Agenda team. With the Research Intern's assistance, the WCF Learning Agenda team will then select the most promising new studies for further dissemination and knowledge sharing opportunities amongst the WCF member companies.

**Intern Desired skills/qualifications:**

- Obtained or obtaining a graduate degree in research, agriculture, or related field
- Excited about research
- Strong reading comprehension skills and an ability to summarize long documents clearly and concisely
- Very organized, with extreme attention to detail and ability to maintain complex datasets updated consistently and completely
- The Research Intern's day to day tasks will require independent motivation, with limited virtual supervision, and focus on repetitive and routine functions.

**Primary duties:** (as seasonally appropriate)

1. Create and Maintain Google Scholar Alert System
  - a. Maintain and update design of Google Scholar and News alert and web-scraping tool system based on WCF Learning Agenda pillars, learning questions, and key words as needed
  - b. Scan alerts and extract potentially useful articles
2. Process Research Articles

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- a. Of the potentially useful articles identified via the Google Scholar alert system, process the article information (title, authors, abstract, etc.) into an Excel tracking sheet
- b. Upload articles and save to the WCF filing system
- c. Maintain and manage Excel tracking sheet and WCF filing system in a clear, consistent, and organized fashion
3. Sort and Prioritize Relevant Articles and Draft Summaries
  - a. Participate in weekly WCF Learning Agenda team meeting to review Excel tracking sheet and prioritize the most relevant or interesting articles for a full review
  - b. Divide, assign and track articles prioritized for a full review to WCF Learning Agenda team members
  - c. File remaining relevant articles not prioritized for a full review for future reference
  - d. Draft summaries for the most relevant article ‘hits’ selected for sharing with companies
4. Assist in Designing Webinars to Share Relevant Research with WCF Members
  - a. Based on prioritized research articles and topics identified by the WCF Learning Agenda team, conduct targeted research scan for other relevant researchers on similar or complementary topics.
  - b. Conduct outreach to identified researchers.

**How to Apply:**

Interested and eligible candidates are requested to upload their **cover letter** describing their interest in this Learning Agenda internship and WCF and **résumé** to: <https://worldcocoa.egnyte.com/ul/sMsdOoHBWA>

Please address the letter to “Human Resources” and name your files using the following convention: ‘J.Doe Proposal and ‘J.Doe Qualifications’

Applications will be reviewed on a rolling bases until position is filled. No phone calls please. Only shortlisted candidates will be contacted.