



**World Cocoa Foundation
Communications and Membership Internship
Summer/Fall 2022 - Remotely based**

The World Cocoa Foundation (WCF) is a non-profit international membership organization whose vision is a sustainable and thriving cocoa sector – where farmers prosper, cocoa-growing communities are empowered, and the planet is healthy. WCF's mission is to catalyze public-private action to accelerate cocoa sustainability. We champion multi-stakeholder partnerships, aligned public and private investment, policy dialogue, and joint learning and knowledge sharing to achieve transformative change in the cocoa supply chain.

Among WCF's 100+ members are input providers, financial institutions, cocoa processors, chocolate makers and manufacturers, farmer cooperatives, cocoa trading companies, warehousing companies, and retailers. WCF members operate from six continents, representing 80 percent of the global cocoa and chocolate market, and provide a uniquely informed perspective on the interconnected nature and needs of the cocoa sector. For more information, visit www.worldcocoafoundation.org.

WCF seeks a **communications and membership intern** interested in developing their communications, event management, writing, editing, social media, video-editing, and research skills. Strong attention to detail, interest in non-profit communications, and a focus on sustainability or international development would greatly benefit this intern as they conduct research tasks and projects, support communications efforts, and assist in day-to-day membership activities.

Conditions:

- The internship is based **remotely**, and the intern must be able to work during **EST** or **GMT** business hours. Our team is based in Washington DC, USA, with frequent interactions with Abidjan, Côte d'Ivoire; Accra, Ghana; and Brussels, Belgium.
- The internship is **remunerated** (exact wage to be determined depending on intern location).
- The intern must be available to work 16 and 20 hours per week.
- The internship will take place from June/July 2022 until at least October 28, 2022.
- The intern will need to have access to a reliable internet connection. WCF will provide a laptop.

Requirements:

- Current undergraduate or graduate student;
- Background in communications, event management, public relations, social media, sustainability, international development, or related field;
- Native or bilingual English speaker - French language desirable;
- Students with an international background are encouraged to apply;
- Strong written and verbal communication skills;
- Strong research and analytical abilities;
- Detail-oriented;
- Ability to take initiative and work independently;
- Positive, can-do attitude;
- Proficiency with Microsoft Office Suite;



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- Desirable: Familiarity with WordPress, Adobe Creative Suite, Hootsuite, MailChimp, Canva, Salesforce, and/or video-editing software.

Tasks:

- Draft social media posts for Twitter, Facebook, and LinkedIn (text and graphics).
- Input web content and help maintain and update WCF's website using WordPress.
- Assist with the preparation of the [2022 Partnership Meeting](#), the leading global event on cocoa sustainability, that will take place on October 26-27 in Brussels, Belgium.
- Provide writing, copy-editing, and graphic design support for blog posts, press releases, newsletters, reports, and organizational correspondence.
- Create videos from photos or video footage.
- Research prospective member companies and make updates to current member company records.
- Track media coverage and create media lists.
- Update Salesforce database and Excel with contact information.
- Provide overall logistical and administrative support to the WCF communications team as needed.

How to Apply:

- Interested and eligible candidates are requested to upload their résumé and cover letter describing their interest in this internship and WCF to:
<https://worldcocoa.egnyte.com/ul/d4doelAZki>
- Please address the letter to "Human Resources" and name files using the following convention: "J.Doe Cover Letter" and "J.Doe Resume"
- Applications will be reviewed on a rolling basis until internship is filled.
- No phone calls please. Only shortlisted candidates will be contacted.