RESOLVE, a non-profit organization in Washington, DC, is seeking an intern focused in the area of responsible mining and supply chain transparency for the fall and winter of 2015. This internship starts as early as July 13, 2015 and runs through December 2015, with the potential for an extension. The intern will be based at RESOLVE’s offices in Washington, DC. A modest stipend is available to help cover living expenses.

RESOLVE is an independent organization focused on helping diverse groups solve environmental, social, and health problems by working on local, regional, national, and international projects. RESOLVE works with leaders in communities, governments, businesses, non-profits, academia, and foundations to find solutions that make a difference for society. Our project areas include forest management and health; sustainable agriculture; product stewardship and certification; healthy ecosystems; energy; natural resources; climate change; and public and environmental health.

We are looking for a master’s student or someone with an undergraduate degree who has completed relevant coursework or work experience and who has a demonstrated interest in our program areas.

The ideal intern would have interest and some experience in one or more of the following issues:

- Mining sector, responsible mining, and/or mining issues in Alaska
- Global supply chain transparency and the use of supply chains to advance ethical practices
- Landscape-level or watershed-scale planning
- Human rights and development

**Intern Responsibilities**

The intern will work with RESOLVE staff in all aspects of multi-stakeholder collaboration and consensus building, project design and implementation, and research including:

- Background research on responsible mining issues and stakeholders
- External communications, including drafting and circulating outreach materials
- Drafting issue assessments and summaries
- Corresponding with civil society representatives and other stakeholders
- Compiling and managing a contact database
- Posting materials to a website
- Supporting other ongoing collaborative projects

**Intern Opportunities**

We work with interns so they observe a range of collaborative and programmatic activities. The intern will work with and support professional staff as they:

- Assess issues, design solutions and convene collaborative processes
- Design and carry out collaborative projects
- Facilitate conference calls
• Manage complex projects
• Facilitate and mediate

**Intern Qualifications**
A successful applicant will possess the following knowledge, skills, and abilities:
• Familiarity with international development, human rights, mining and/or supply chain issues
• Knowledge of international institutions and civil society organizations working on these issues
• Ability to establish effective working relationships with diverse groups
• Excels at communicating with the public on the phone and in person
• Multitasks effectively
• Organizes work projects and completes tasks within assigned time frames
• Works independently as necessary to achieve high performance
• Works effectively within teams
• Detail oriented; high degree of accuracy in all aspects of work
• Strong interpersonal skills, particularly in working cross-culturally
• Strong organizational skills
• Strong written and oral communication skills, in particular strong editing skills
• Competency in Microsoft Office, particularly Word and Excel
• Experience using WordPress or other web platform

If needed, RESOLVE will work with the intern’s university to fill out any required forms and will evaluate the intern at the end of the internship. RESOLVE will also work with each student’s school to ensure that a student has fulfilled the required hours for the internship.

**Application Instructions**

To apply, please submit a cover letter and resume to Ms. Meg Perry (mperry@resolv.org).

Please do not call staff or inquire about opportunities by phone.

RESOLVE values diversity in its staff and is an equal opportunity employer.