
CDA Intern Position Description

Organizational Identity Intern

Position type: Temporary, half-time

Internship Period: Spring 2022 (12 weeks, dates to be confirmed)

Compensation: US\$20.00 per hour for 20 hours per week

About CDA

[CDA Collaborative Learning](#) (CDA) is a US-based international non-profit organization that exists to engage the complex questions that unlock positive, systemic change wherever communities experience fragility and conflict.

For over 25 years CDA has worked across international development, humanitarian assistance, and peacebuilding fields, as well as with corporations in two main ways:

- 1) leading collaborative learning processes, including global case research, that informs frameworks to improve the wider sector's effectiveness and accountability to people in contexts of conflict; and based on that learning,
- 2) advising systems change processes for organizations, donors, companies, and policy makers. These learning and advising partnerships make CDA a trusted, independent convenor for field-building processes that erode sector, level, and geographic boundaries.

Today, CDA is driven by the same fundamental beliefs on which Mary Anderson founded the organization:

- **Local capacities for peace:** The perspectives and abilities of people affected by conflict must be at the center of addressing local and systemic challenges. This has been our commitment since establishing the *Do No Harm* framework, now a core principle of aid, assistance, and policy.
- **Context matters:** Effective social change efforts depend on a deep understanding of and adaptation to the range of complex dynamics of communities. This informs both our collaborative learning methodology and CDA's structure as a collaborative platform.
- **The how matters:** We strive for our organizational values of respect, accountability, fairness, transparency to guide our partnerships and research products, as well as our own [equity and inclusion](#) work.

About this position

CDA is recruiting an Organizational Identity Intern to support and expand the organization's communications and outreach initiatives. The role focuses on three main areas:

- helping with external communications across CDA's existing platforms;
- bringing a fresh perspective to updating and crafting new language and means of sharing who we are as an organization; and
- exploring how CDA's work resonates with our existing network and with global academic and new generation practitioner audiences.

This is a short-term, half-time role, to support outreach activities of CDA President/Chief Collaboration Officer and communications activities of the organization.

Background

CDA is expert in research and collaboration that serves diverse audiences. The organization has developed a rich global network and modes of communication that are effective in many ways. However, over the last six years, the organization has evolved significantly. We are looking to expand and reimagine the following priority areas:

1. Telling CDA's story in a compelling and effective way for diverse audiences
 - "reintroducing" ourselves to practitioners, policy makers, and academics working in (and especially across) the humanitarian, development and peacebuilding arenas
 - identifying how CDA's message can "cut through" with new audiences, particularly in service of diversifying CDA's unrestricted funding
2. Knowing our global network and developing means of mutual collaboration
 - mapping who our network actually is, where they are, what they do and care about, and how CDA can serve them better
 - understanding if and how CDA's work resonates with global academic audiences and the new generation practitioners, including how CDA resources are in the curriculum, or the demand related to professional development

CDA is also between communication leads, thus support is needed for regular website updating, social media posts, and coordinating with colleagues to complete publications. The position will lay the groundwork for further work by CDA staff, and an envisioned new hire in Summer 2022.

Accountability

Reports to Ruth Rhoads Allen, President and Chief Collaboration Officer (P/CCO)

Works closely with Hasi Edema, Programs Coordinator (PC) and interim communications lead

Coordinates with other CDA staff, associates, board and advisory council members, as necessary.

Responsibilities

- Establishes work plan with P/CCO and PC, including tasks, timeframes and means of coordination
- Reviews existing CDA messaging (presentations, briefs, identity statements, etc) and other public communications resources and recommends updates and options for target audiences
- Drafts new messaging language and presentations as opportunities arise
- Designs interview and/or survey questions for student and new practitioner audiences and compiles findings
- Helps with website updating and social media posts to maintain CDA's presence and makes recommendations or improvements to our approach
- Coordinates with colleagues to complete CDA publications, including updating templates, proof-reading/copy-editing documents, and doing minor graphic design, or sourcing skilled consultants to do so.
- As language skills allow, translation of documents or recruiting translators.
- Other related tasks as they arise, or are suggested by the Intern and agreed by the P/CCO and/or PC.

Required qualifications

- Interest in CDA's mission and supporting CDA's continued development as an organization
- Familiarity with the non-profit sector through work or volunteer experience with other mission-driven organizations
- Current student at undergraduate level or equivalent
- Strong communication skills, including writing for diverse public audiences and engaging global colleagues with humility and curiosity

- Experience with Microsoft Word and PowerPoint templates, WordPress or similar web design platforms
- A collaborative team spirit to work with CDA colleagues and partners in-person and remotely, as well as the ability to work independently, taking initiative and coordinating accountably
- Ability to commit to CDA's policies and uphold norms for conduct as outlined in our Code of Conduct and Anti-Racism and Social Inclusion commitments

Ideal qualifications

- Data visualization or graphic design skills
- Experience with databases, extracting and updating information
- Experience designing and conducting interviews and/or simple online survey tools
- Experience with storytelling approaches, including creating video or audio clips, written essays or other forms of storytelling
- French, Spanish and/or Arabic written and spoken language skills

Additional details

Physical Requirements

CDA is headquartered in Cambridge, MA and has staff based in Washington, DC, as well as associates based globally. For this position, remote work will be the norm due to COVID-19 protocols, with office time determined jointly in the weeks preceding the start date.

Time Requirements

This is a 12-week, 20-hour per week part time role. The Intern's schedule of time available and unscheduled project time will be jointly determined in the weeks preceding the start date. The Intern will account for their hours using CDA's Harvest timesheet portal. CDA Interns may attend periodic CDA staff meetings or other events, to the extent they have time prioritized in partnership with their main CDA point of contact.

Equal Opportunity Employer

CDA is an equal opportunity employer and encourages women, people of color, queer and gender non-binary people, and candidates from other underrepresented and intersectional backgrounds and identities to apply for posted positions. Additional consulting and internship roles are available for qualified candidates and CDA invites interested individuals to contact CDA to inquire about opportunities.

Application Process

Applications are being accepted until 10am on Monday 14 February.

The ideal start date is mid/late March 2022.

Interested applicants should email feedback@cdacollaborative.org

The application must include the following:

- Cover letter (1-page max) explaining your experience, interests, and timeframe available
- Resume or CV
- Two references, including names, affiliations, preferred phone and email contact information. For current students, please provide 1 academic and 1 non-academic reference.
- Short writing sample relevant to the position description

CDA's Commitment to Interns

CDA appreciates the work of and opportunity for interns. Whether current/recent undergraduate students or the equivalent, we understand interns are honing their passions. We also understand that an intern's ultimate career path may fall outside of fields in which CDA is a contributor. Interns are with CDA for a matter of weeks or months on time-bound projects or tasks and valued for their specific contributions, as well as their presence with the organization.

CDA commits to paid internships, at \$20.00 per hour unless otherwise specified. Each intern will have a dedicated point of contact, with whom they establish their responsibilities and who is readily available to them throughout the internship. Points of contact provide feedback to and seek feedback from interns. Interns may also work closely with other CDA staff, associates, Board and Advisory Council members. CDA makes clear the norms and expectations of all colleagues, including interns, through our Code of Conduct and Anti-Racism and Social Inclusion commitments.