



Internship Position

Title: Technical Assistant

Reporting to: David Meyers, CFA Executive Director

Location: Washington, DC

Duration: 3-6 months

Start Date: June 1, 2019

Compensation: Unpaid

The Conservation Finance Alliance (CFA) is the leading global professional alliance of conservation finance experts, practitioners, and organizations. The CFA's mission is *to promote awareness, expertise, and innovation in conservation finance globally*. Conservation finance is defined as the practice of raising and managing capital and using financial and economic incentives to support sustainable biodiversity management. Conservation finance instruments and solutions seek to leverage and effectively manage economic incentives, policies, and capital to achieve the long-term wellbeing of nature and the services nature provides to society. The CFA considers these solutions to be necessary elements of successful conservation and sustainable management of nature. Without adequate understanding and effective use of the conservation finance "toolkit", nature conservation cannot compete with the relentless expansion of unsustainable economic activities. To achieve that mission, the CFA is seeking to expand its global reach to conservation finance stakeholders, increase and enhance its knowledge and training tools, and satisfy a growing demand for capacity development.

Objectives: The CFA Technical Assistant is responsible for supporting the CFA Executive Director and Secretariat with technical writing and analysis, logistics and communications that foster the advancement of the CFA's mission. This role will allow the CFA Secretariat to enhance its ability to produce material for its website, technical reports, and the conservation finance guide. The Technical Assistant will report to the Executive Director, CFA, and will be based in Washington DC.

Principal Responsibilities:

- Research and produce written material on conservation finance mechanisms and solutions to support CFA's technical communications including but not limited to:
 - The Conservation Finance Guide
 - Website material
 - Monthly Newsletters
 - Social media
- Support the CFA Secretariat for the following Task Forces:
 - Conservation Finance Guide
 - Conservation Trust Funds Studies (Practice Standards update, 10 Yr Review)
 - Conservation Finance Incubator

- Provide technical support as needed to the three (or four) CFA Working Groups
 - Protected Areas WG
 - Environmental Funds WG
 - Innovation WG
 - Marine and Coastal Finance WG (in preparation)
- Assist the CFA Executive Director, Secretariat, and Executive Committee with preparation of technical materials for presentations, communications, and other events.
- Support the CFA Secretariat as needed.

More information on the Conservation Finance Alliance at:

www.conservationfinancealliance.org

EOE/AA/M/F/Vets/Disabled

Qualifications: A master's degree in Environment, Business, or Public Policy or a current master's candidate. Interest in conservation finance. Strong writing skills. A second language beneficial but not required.

How to Apply: For consideration, please email your cover letter, resume/CV to: secretariat@conservationfinancealliance.org. Please specify Technical Assistant Internship in the subject of your email. Please include your weekly availability in your cover letter.