



## Foundation for Climate Restoration - Event Planning Intern

The Foundation for Climate Restoration (F4CR) is a 501(c)3 non-profit organization building the movement to reduce the CO<sub>2</sub> in our atmosphere to pre-industrial levels through education, advocacy, and solutions that accelerate responsible carbon removal and storage at scale. These efforts—known as **climate restoration**—are necessary to ensure a habitable planet for future generations. F4CR is the first foundation dedicated solely to restoring the climate by 2050.

F4CR believes climate action that leaves humanity's survival in question is insufficient. We envision a brighter future for planet earth and humanity — and aim to make that vision come to reality by shifting our global climate goals to include climate restoration. Climate restoration raises our ambitions to ensure that future generations may flourish on our planet. To achieve those ambitions, we support the mobilization of human, natural and technological potential in order to responsibly remove and store carbon. Our interns will play crucial roles in supporting the climate restoration movement by supporting its activities that concentrate on education, advocacy and solutions.

- **Application Deadline:** July 1st, 2021
- **Internship Duration:** July 5th – September 5th, 2021 (*Each internship is for an initial period of two months, with a potential extension for up to a total period of six months*)
- **Location:** Internationally (remote)

The internships are remote and UNPAID, with flexible hours, yet are expected to work 15-20 hours a week. Interns will provide critical support to the F4CR's various activities and strategies to restore our climate. Interns will see how an innovative climate NGO operates while picking up professional skills in various areas that will serve them throughout their careers.

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### Qualifications & competencies of an Event Planning Intern:

- Fluency in spoken and written English is required. Strong writing skills, in plain yet compelling English, are necessary. Additional language skills are an asset
- Professionalism: shows pride in work, respects others, demonstrates calmness in stressful scenarios, and works well in teams
- Motivated and persistent: can evaluate competing priorities while maintaining strong attention to detail, prioritize tasks, and manage time effectively

- Technological and climate action awareness: demonstrates understanding and ability to explain climate restoration, and various responsible carbon removal and storage solutions
  - Considerate listening skills while showing empathy and curiosity to learn from other unique ideas and perspectives
  - Process-oriented and efficient
  - Comfortable with taking risks and understanding failures in order to provide opportunities for learning and growth in a fast-paced international environment
  - Ability to turn complex, technical information into easy to understand, yet compelling and viral content
  - Ability to multitask and work under pressure
  - Committed to advancing climate restoration, carbon removal and storage, and related environmental, sustainability and socio-economic movements
  - Relevant working experience (the expectation is a minimum of 2-3 months) conducting event planning tasks effectively
  - (Preferred) Bachelor's degree in a related field or equivalent experience/ training
  - (Preferred) Graduate of [YL4CR program](#)
  - (Preferred) Experience with teaching, presentation and/or public speaking
  - (Preferred) Master's degree in a relevant field, or currently enrolled in a master's program
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#### **Responsibilities as an Event Planning Intern:**

- Work closely with F4CR team members on a variety of projects, monitoring progress and supporting the team as they encounter obstacles
- Create, edit, share and present event promotion and management materials and tools for events with various stakeholders
- Manage online events while focusing on key actions for climate restoration
- Support the organization of various events, such as weekly meetings and online workshops
- Support the scheduling of coordination meetings with event planning team, speakers, and outside vendors
- Conduct research on vendors for events and make informed recommendations based on findings
- Monitor written questions during virtual events and suggest the most relevant questions to be answered by speakers
- With F4CR staff, create promotion and marketing plans to increase registration for upcoming events
- Coordinate with communications team to support the timely development of toolkits and promotional materials
- Identify unique, creative and nuanced opportunities to advance awareness and recognition of climate restoration, F4CR and its various events
- Conduct research on ways to enhance our events and planning

- (Education) Develop, present and share valuable educational tools and materials for various stakeholder to understand climate restoration and take action
  - Contribute to marketing activities and other external communications
  - Assist in creating and managing events budgets, timelines and task lists and event-day staffing assignments
  - Support Project Manager in managing the event day
  - Support post-event record keeping, filing, archiving
  - Learn from experts in the field of strategic events in a supportive and inclusive work environment
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**Application Process:** Please upload your CV and a cover letter explaining how your experience matches our requirements via [this online application form](#). Due to a high volume of applications received, ONLY successful candidates will be contacted. If considered for an interview, the applicant will be contacted via email with information about the next steps in the interview process. You may apply to more than one posting.

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F4CR empowers its staff by creating a transparent, inclusive and dynamic workplace. We are a collaborative team of smart, curious, and ambitious people who are dedicated to climate restoration and helping our colleagues grow. Where possible, F4CR concentrates on aligning the goals of our employees with that of the organization. We value transparency, respect and integrity.

We believe that increasing diversity and including voices from communities around the globe during decision-making processes will ensure the long-term success of our climate restoration movement. To deliver on these promises, F4CR delivers activities and materials that are committed to including demographics and perspectives from diverse groups of all ages and racial, cultural, and socio-economic backgrounds. We think globally and significantly value recognizing the cultures, values and characteristics of local communities. When designing and implementing our solutions and activities, we aim to achieve beneficial outcomes that support equity, justice, democracy and the socio-economic and environmental well-being of historically vulnerable populations. For our internship opportunities, we are prioritizing communities that are underrepresented in the mainstream environmental movement. Women, people of color, and youth are highly encouraged to apply. If you do not identify as part of an underrepresented community, that is not a disqualification, and we encourage you to apply as well.

F4CR is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

Interns are responsible for all internship-related expenses that they incur. F4CR accepts no responsibility for costs arising from accidents and/or illness incurred during an internship.

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