

**Job Title:** Summer Intern - Agriculture & Livelihoods

**Dept/Location:** PIQA/Baltimore, MD

**Reports To:** Agriculture and Livelihoods Manager (directly) and Director (indirectly)

**Timeframe:** May 30 through August, 2017

**About CRS:**

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

**Job Summary:**

The CRS Agriculture and Livelihoods Signature Program Area (SPA) is situated within CRS's Program Impact and Quality Assurance (PIQA) department and has a 5 year strategic goal to provide a pathway to prosperity for 2 million rural households. Working through our partner network we aim to provide poor rural farming families with the assets, skills and links to markets and services that they require in order live more dignified, prosperous and resilient lives.

The primary function of the Ag and Livelihoods (A&L) SPA is to seek, produce and disseminate impactful research and policy to ensure design and implementation of quality Agricultural programming. The Agriculture and Livelihoods Intern will work closely with the Ag & Livelihoods manager, and liaise with HQ agriculture team, and CRS Ag and Livelihood Community to improve existing field training materials, streamline A&L management processes, and support and assist in the organization and improvement of the functionality of our web and online document sharing platforms.

**Primary Function:**

The Agriculture and Livelihoods intern will have access and exposure to a broad range of CRS agricultural programming via training materials, policy papers, and research findings, which have been produced, refined and disseminated by a staff of internationally recognized experts in their respective fields.

The A&L intern will work with the A&L Manager to provide support to the ongoing development, improvement, and roll-out of the SMART Skills and Farmbook suite of training materials, which target smallholder farmers and ag extension agents in countries with CRS agricultural programming. This would provided the intern with a chance to develop an in-depth knowledge of technical training curriculum development to meet smallholder farmer needs.

The intern will also support the ongoing development of a more streamlined A&L Community SharePoint Intranet site. Outdated resources will be archived or removed, and the content of the site will be streamlined to facilitate ease of access to the most useful and up-to-date resources and information for the CRS A&L community.

The intern will also provide support to CRS' application for observer status to two UN entities – ECOSOC and the UNFCCC. This could involve gathering data on climate change and other development and resilience programming, developing tables of programming metrics/indicators, researching UN policy and procedures and liaising with other HQ departments from which information is required. In addition, drafting summaries of CRS programming and policies to contribute to these and other application processes will contribute to these efforts. Researching in CRS' Gateway database for relevant programs and documenting their accomplishments will also support the A&L team's climate change, food security and resilience efforts.

### **Major outcome:**

The major outcomes of this internship will be improved training materials, improved Ag and Livelihoods [crs.org](http://crs.org) web content, a more navigable Ag & Livelihoods SharePoint site, increased organization in A&L information sharing platforms, including usable and easy-to-find digital resources, papers, manuals, guides, research, articles, webinars.

### **Job Responsibility:**

- Familiarize self with CRS Ag & Livelihoods strategy, programming and methodologies.
- Assist in developing, improving, and rolling-out of A&L program training materials.
- Facilitate strategic improvements in publicly-facing web content on [crs.org](http://crs.org) related to A&L program.
- Assist in the organization, of a new Ag & Livelihoods Sharepoint page, archiving outdated resources.
- Assist in the identification and categorization of a wide array of Ag and Livelihoods-related research/documentation, manuals, and resources. Ordering resources according to CRS Ag program sector relevance.
- Review, identify and archive outdated studies, articles and resources.
- Maintain and develop key relationships with Ag & Livelihoods programming staff.

### **Key Working Relationships:**

**Internal:** This position will develop close working relationships with: Ag & Livelihoods Manager, Director, and Agriculture and Livelihoods team at CRS headquarters.

### **Competencies:**

Experience in visual layout, organization, and dissemination of pedagogical materials.

Experience writing ag-sector-related technical content.

Experience working in developing country context a must.

Experience working with smallholder farmers or with Ag-extension is a plus.

Experience in MS SharePoint or a demonstrated capacity and strong willingness to learn to use SharePoint online content management platform.

Academic exposure to agricultural research, understanding of ag-policy, and the ability to rapidly recognize and categorize agricultural research subject-matter **an asset**.

**Agency Competencies:** *These are rooted in the mission, values and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

**Qualifications:**

- Graduate student preferred, preferably in the fields of Ag-econ, International Development, Public Affairs/Public Policy, International Studies, International Policy, Communications or related field.
- Project management ability, including disaggregating tasks and coordinating multiple inputs
- Facility with MS Excel, Word, Adobe Acrobat, and SharePoint
- Ability to work effectively as a member of a multi-location, multi-cultural team.
- Bachelor's degree in applicable field or commensurate level of experience
- Flexibility, ability to work in teams, commitment

**Physical Requirements/Environment:** (Optional)

**Disclaimer Clause:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**NOTE:** All interested applicants must be authorized to work in the U.S. at the time of application.

*CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*