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**Call for Interns – Climate and Environment Charter Secretariat**

**Start Date:** September 2025  
**Location:** Remote (global)  
**Duration:** Minimum 3 months (part-time), with possibility for extension

The Climate and Environment Charter Secretariat is seeking an intern to support its work advancing climate and environmental action in humanitarian contexts. This is an opportunity for early-career professionals or students to gain experience in a dynamic and collaborative environment committed to climate and environmental action in humanitarian contexts. Interns will have the opportunity to:

* Assist in identifying, mapping, and organizing technical guidance, tools, and practices on climate and environment action across the Charter’s signatory community.
* Support follow-up with partners and signatories to strengthen collaboration and expand the Secretariat’s referral system for technical support.
* Contribute to the development of messaging and knowledge products in advance of COP30, including advocacy tools and communications aligned with signatory priorities.

**Who can apply:**  
We welcome applicants who are:

* Students, recent graduates, or early- to mid-career professionals;
* Passionate about climate, environment, and humanitarian action;
* Able to commit a minimum of 3 months (remote, minimum of 10 hours per week).

Requirements:

* Strong written and verbal communication skills in English;
* Comfort working independently and proactively in a remote team setting;
* Strong organizational skills and attention to detail;
* Educational background in international and development studies, climate or environmental disciplines.
* A minimum of 1-2 years professional experience in humanitarian, environment, climate or related sectors.

Desirable but not required:

* Experience working with humanitarian, climate, or civil society organizations;
* Fluency in additional languages (especially French);
* Prior involvement in research, community engagement, policy, or advocacy initiatives.

**Expected Deliverables**

The intern will be expect to contribute through the following deliverables, subject to amendment based on evolving needs and priorities of the secretariat:

* **Technical Guidance / Expertise Mapping**: Support Secretariat efforts related to identifying, curating, and sharing technical resources for Charter implementation.
* **Systems Management**: Support in strengthening and building out the Secretariat's referral system, including through development of processes for tracking signatory learning priorities and expertise
* **Advocacy**: Support in the collection and communication of relevant COP30 messaging, convenings, or related knowledge products.
* **Donor Engagement**: Support in identifying funding sources, including philanthropy and other alternative financing schemes, relevant for local/national signatories, as well as for the Charter Secretariat.

**Please note:**

For now, the Secretariat is **unable to provide financial support for internships**. We will therefore give **preference to candidates who can demonstrate external support**, such as through university scholarships, fellowships, or course credit. However, we strongly encourage all interested candidates to apply, and we will provide necessary documentation to support external funding applications.

We are particularly interested in hearing from candidates from underrepresented backgrounds and from crisis-affected or climate-vulnerable regions.

**To express interest:**  
Please send your CV and a short statement of interest (max 300 words) to [secretariat@climate-charter.org](mailto:secretariat@climate-charter.org) by **September 12, 2025**. Applications will be reviewed on a rolling basis. Shortlisted candidates will be contacted for an interview.