



ALLIANCE FOR  
**RESPONSIBLE MINING**

## Internship Profile – Fundraising and Monitoring and Evaluation units

The Alliance for Responsible Mining (ARM) is a global pioneering initiative established in 2004 with headquarters in Colombia (Medellin). ARM's mission is to set standards for responsible Artisanal and Small-scale Mining (ASM) in order to contribute to the transformation of ASM into a socially and environmentally responsible activity, and to the improvement of the quality of life of marginalized miners, their families and communities.

In this respect, ARM has developed the Fairmined standard for gold and associated precious metals, a registered trademark which guarantees that a product has met the high environmental and social requirements of our standard. The Fairmined standard enables producers to deliver fair metals and minerals to responsible supply chains to the markets.

ARM has supported around 100 mining organizations, which represents 15,000 people including miners, their families and communities, both directly and indirectly.

ARM has acquired experience in 12 countries, in particular in Latin America and Africa through cooperation projects and consultancies funded by a large range of public and private donors such as the Inter-American Development Bank, USDOL, USDOS, the UK Department for International Development as well as private foundations, etc.

We are constantly looking for new opportunities.

### **Time requirements, Time frame:**

Full time (75% supporting the Fundraising unit and 25% the Monitoring and Evaluation unit)

6 months – as soon as possible (potentially longer)

**Location:** Alliance for Responsible Mining's Office in Envigado, Antioquia, Colombia (close to Medellin)

### **Personnel Requirements:**

- Master's degree in Business Administration, Economics or Social Science with related bachelor's degree
- Excellent spoken and written English and Spanish language skills
- Knowledge and experience in working with non-for-profit organizations
- Abilities to revise writing proposal language, to work on surveys drafting, databases updating and analysis
- Advanced computer skills (MS Office applications, including Word, Excel, and PowerPoint)
- Good communication skills and interest in artisanal mining

### **Tasks and assignments**

All along his/her mission, the intern will work for both units, supporting them in their daily tasks and ensuring a good communication and shared knowledge between them.

His/Her commitment should reinforce the data systematization process and the information dissemination for the overall organization.

The Alliance for Responsible Mining Foundation, Registered Charity Number: S0001168  
Tax ID Number (N.I.T.): 900225197. Company Reg. in Colombia T: +57 4 3324711  
E-mail: arm@responsiblemines.org - www.responsiblemines.org

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Creators of **Fairmined Certification**



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Main objective of the position or project	Specific Objectives	Required competencies	Deliverables
<b>Reinforce the fundraising department information system by updating partner's database and participating to proposal offers, and updating successful proposals in the Customer Record Management System (CRM)</b>	Ensure the updating of partner's contacts and the creation of proposals records in the new CRM system (Salesforce)	Excellent administration skills Methodical Attention to detail Knowledge of Salesforce is not compulsory but would be a must	Transfer of all partners' contact and creation of proposals records within Salesforce.
<b>Participate in grants and tender elaboration through specific platforms and support proposal building.</b>	Help identify new grants and tenders corresponding to ARM expertise.  Help draft proposals, supporting the Fundraising team on annexes (CV), countries' context, ARM track records, presentation and proofreading	Excellent rresearch skills Attention to detail Persuasive writing in Spanish and English	Tenders and grants analysis and presentation of relevant opportunities to the Fundraising unit.
<b>Update a consultant Portfolio</b>	Update the professional consultants database containing relevant information such as main skills, focus of interest, availability, wages and working languages	Excellent Research skills Attention to detail	A portfolio of professional consultants updated monthly
<b>Update the projects and consultancies database</b>	Provide up-to-date information on active projects (main objectives and results) and ARM partners to the Communication unit.	Attention to detail Good data systematization skills	A database of proposals updated monthly
<b>Partnerships and New Initiatives website section is up to date and attractive</b>	Updating of the database on proposals	Attention to detail	A document with last updating on current projects and partners to enrich ARM website.
<b>Support the writing in English and Spanish of basic methodologies that are very often part of proposals.</b>	Help systematize 10 ARM core methodologies in Spanish and English that could be easily reused in further proposals (examples: conflict resolution, participative M&E, gap analysis in mining organizations, selection of mine sites...).	Excellent writing skills in Spanish and English Precision and meticulous aptitudes	10 files with ARM core methodologies in 2 languages
<b>Help the transfer of Fundraising folder into new ARM computer server and propose an operational storage of files .</b>	Work on the transfer of Fundraising information into the new computer server.	Attention to details Creativity and proactivity	A proposal to classify fundraising unit files into the new computer server
<b>Support and reinforce the M&amp;E process in the framework of ARM current projects</b>	Including 4 main tasks: - Contribute to surveys drafting and their digitalization (online version) - Help digital systematization of interviews - Systematization of basic information about mining organizations - Surveys analysis as part of projects evaluation	Creativity Previous knowledge on specific software to process online surveys would be great Data systematization skills Attention to detail First experience in socio-economic survey drafting would be an advantage	Drafts of surveys Digital database of surveys and interviews results Graphics and tables related to data analysis

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**Our Offer:**

- Space for learning. Throughout the internship, a referent will guide and supervise the intern's tasks, ensuring a good comprehension of the missions and monitoring of the activities.
- Young and multicultural team where the candidate can practice Spanish, French, English, German and Polish!
- A flexible and enjoyable work environment.
- The opportunity to innovate and put knowledge into practice for the benefit of the ARM's development and performance.
- ARM will provide all of the infrastructure, tools and materials necessary to undertake the activities and projects.
- The opportunity to work with modern, collaborative server technologies
- Contribute to a rewarding and meaningful initiative that seeks to promote and develop responsible artisanal mining and provide mining communities with the tools for them to enjoy and achieve an improved quality of life.

**Rewards:**

- 737.717 COP per month

**Contact:**

<b>Responsible</b>	Geraud Brunel, Head of partnerships and new initiatives
<b>e-mail</b>	<a href="mailto:geraudbrunel@responsiblemines.org">geraudbrunel@responsiblemines.org</a>
<b>Phone</b>	+57 4 332 47 11
<b>Doc.</b>	To send CV (in Spanish, English or French) and cover letter (in English)
<b>Deadline</b>	31 of April 2017

Please note that only the short-listed candidates will be contacted. Thank you.