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Columbia Global Internship Program

Columbia Global (CG) is a partnership between [Columbia World Projects](#), [Columbia Global Centers](#), the [Institute for Ideas & Imagination](#), and the [Committee on Global Thought](#). CG's Internship Program is a multidisciplinary training initiative that offers both undergraduate and graduate students internship opportunities that provide real-world contributions to CG-specific initiatives that support social impact here in New York City and around the world. CG interns will work alongside experts, faculty, and other academics to engage in the design, implementation, and/or evaluation of CG strategy, programs, or operations under the ongoing mentorship of CG experts and staff. These paid opportunities are open to students enrolled in any school within Columbia University and can be structured in alignment with various School or Program practicum requirements. Interns will be paid \$20-21.50 per hour.

Please complete an application by **April 21, 2024, 11:59 PM ET** in order to be considered for the program. Application link: <https://cwp.submittable.com/submit>.

Opportunities:

- **Center for Political Economy:** [Columbia's Center for Political Economy](#) is a cross-disciplinary site that deepens thinking about political economy and promotes developments within economics by connecting it to, among other fields, history, law, anthropology, political science, sociology, public health, and engineering. Since its launch in the fall of 2022, the Center has advanced innovative ideas and policy solutions with faculty research grants, postdoctoral posts, and diverse convenings. Columbia's Center belongs to a global network of academic centers, supported by the Hewlett Foundation and other grantmaking institutions, aiming to "[Reimagine Capitalism](#)" by probing the intellectual foundations of neoliberalism and identifying alternatives for a more inclusive economy. The Center's current Idea Labs include *Work and Labor*, on forces impacting labor markets and collective action, *Firms and Industrial Policy*, on conditions shaping firm behavior and competition policy, and *Money and Finance*, on theoretical and institutional relations between money and finance. In the fall of 2024, the Center will introduce a Lab to explore the market dynamics exacerbating climate change and devise policy prospects for its mitigation.

The Center for Political Economy intern will assist with strategic planning concerning the launch of the next lab, the showcase of affiliate work, as well as select projects aiming to spur student engagement with the Center. They will generate public and internal guidance materials, including maps of relevant student groups, projects, and units, literature reviews, and meeting summaries. They will also assist with public and private events as needed.

Time commitment: Approximately 6-10 hours per week.

- **Columbia Global Center: Beijing:** The [Beijing Global Center](#) intern will be involved in the Social Innovation Fellowship program, a one-year program that aims to provide middle and high school students with a structured and immersive learning experience focused on fostering a social innovation mindset, skills, and practices. The overall goal of the program is to equip the 20 selected youth, aged 15 to 17 years old (referred to as "Fellows"), with key skills and knowledge to address societal challenges and create a lasting impact. By participating in the fellowship, students will have the opportunity to develop their creativity, critical thinking, problem-solving abilities, and entrepreneurial mindset.

To ensure the effectiveness and continuous improvement of the Social Innovation Fellowship program, the Beijing Global Center intern will support program monitoring and evaluation activities. They will work closely with the Beijing Center team and assist to gather data, analyze findings, assess its outcomes and impact, and contribute to recommendations for program enhancement.

This opportunity will be virtual, although the intern may have the opportunity for an in-person visit to the Global Center, contingent on Columbia University policy.

Time commitment: Approximately 15 hours per week. The intern will need to be available on weeknights between 9:00pm - 11:00pm ET for live discussion and communication with colleagues in Beijing.

- **Columbia Global Center: Rio de Janeiro:** Working in a close partnership with the Office of the Mayor, the [Rio Global Center](#) is hosting "Climate Hub Rio," a five-year program now in its second year of operation. Climate Hub activities focus on thematic priorities agreed upon by city officials. In anticipation of the G20 heads of state meeting in Rio in November 2024, one of the most important priorities is to build public awareness about the importance of these G20 meetings for Rio and for other major cities around the world.

The Rio Global Center intern will be involved in preparing for the 2024 G20 Meetings in Rio de Janeiro and the Climate Agenda of Global Cities. The intern will look at how cities can effectively intervene in the agenda of the G20. Research areas are likely to include the following:

- How have urban agendas been treated in previous G20 meetings, e.g., during the 2023 meetings in Mumbai;
- What are the climate adaptation needs of cities such as Rio; how much of the required finance is being provided; how can additional financing for urban infrastructure be leveraged;
- A case study of Rio de Janeiro: how much climate financing does the city need, and what types of climate financing would be most beneficial.

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PROJECTS

+ Thinking
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Global

The ideal candidate would have an interest in international economics and the global political economy of climate change. Some knowledge of Brazil and of the Portuguese language would be helpful.

This opportunity will be virtual, although the intern may have the opportunity for an in-person visit to the Global Center, contingent on Columbia University policy.

Time commitment: Approximately 10-15 hours per week.

- **Communications:** The Columbia Global Communications intern will work with the Columbia Global Communications team to help enhance the organization's digital presence through both social media and websites to better reach target audiences of students, faculty, and select public, and to increase engagement and traffic in line with the communication team's goals. The Communications intern will enhance internal communications platforms and processes for better oversight, tracking, and calendaring of work, and will provide fresh perspectives and creative digital communication solutions for 2024 summer communication goals, events, and launches.

The ideal candidate has excellent Google and Microsoft suite skills, digital communications skills, and experience writing for different types of collateral (e.g., reporting, social media, etc.).

Time commitment: Approximately 15 hours per week.

- **Development:** The Columbia Global Development team manages all aspects of fundraising strategy and operations in partnership with the Columbia Global Centers, Columbia World Projects, Committee on Global Thought, and Institute for Ideas & Imagination. Given the scope of the Development team's work, and the newly created Columbia Global umbrella initiative, many processes, best practice and fundraising strategies are in creation or transition. The Development intern will support all functions of the Development team, with tasks including writing donor briefs; prospect identification and pipeline creation; co-creation and documentation of development processes, procedures, and donor materials; and reporting. The overall goal of this internship is to provide a student with hands-on experience in development strategy and operations for a global social impact organization. By the end of the internship, the intern will have completed the following expected deliverables:
 - Contributed to the creation and documentation of development strategy and best practice, informed by insights and needs collected from key internal stakeholders.
 - Created donor briefs for meetings with prospects and donors. Informed by an understanding of pertinent donor information to enhance financial asks.
 - Create a pipeline of viable prospects for a determined project, providing detailed insights into why this donor pool would result in funds and/or partners.

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PROJECTS

+ Thinking
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Columbia
Global

- Worked with the communications team to develop a donor communications strategy aimed at increasing annual fund gifts to Columbia Global via Columbia Global channels and Columbia University campaigns.

Time commitment: Approximately 8-15 hours per week.

- **Learning and Innovation:** The Learning and Innovation (L&I) team intern will support the ongoing development and implementation of activities related to the L&I portfolio, especially the summer session of the [Social Impact Fellowship](#) (SIF) and the [Early Career Faculty Impact Fellowship](#). A key deliverable will be a recruitment strategy mapping project, in which the intern will identify key contacts across Columbia University to share information with students and faculty about these fellowships. Additional responsibilities include on-site coordination of and participation in the SIF summer session; weekly communications for the SIF students; and identifying opportunities on campus for the L&I team to meet in person with students to share information about SIF.

Time commitment: Approximately 15 hours per week.

- **Monitoring, Evaluation, and Learning:** The Columbia Global Monitoring, Evaluation, and Learning (MEL) team manages a system to monitor and evaluate programming supported by Columbia Global. The MEL intern will support the maintenance of a system for monitoring Columbia Global's outputs. Their tasks will include updating data collection tools, analyzing data, and writing reports. The intern will be responsible for assisting the MEL team in piloting new MEL plans and data collection tools as well as collecting data for a Columbia Global dashboard. The overall goal of this internship is to provide a graduate student with hands-on experience in rapid data analysis and data management to inform program learning. By the end of the internship, the intern will have completed the following expected deliverables:
 1. Maintained a secure and reliable database that enables the MEL team to collect, store, and analyze data rapidly.
 2. Created brief reports in the context of sharing monitoring data using a results-based MEL approach.
 3. Communicated key findings from reports with relevant stakeholders, including program staff and the communications team.
 4. Analyzed data from surveys and interviews to identify impact and share insights.

The ideal candidate is interested in data management and quantitative analysis, and has experience conducting descriptive quantitative data analysis using Excel, SPSS, R or STATA.

Time commitment: Approximately 15 hours per week.

- **Project Management:** The Project Management intern will contribute to the advancement of the [projects portfolio at Columbia World Projects](#), working under the leadership and supervision of the CWP Project Management team. The student will undertake projects across diverse fields and stages of development, spanning from energy access to addressing unequal opportunity, and encompassing both nascent projects and multi-year projects nearing completion. The intern will contribute to the development of knowledge products, resources and materials that disseminate key information, outcomes, and results of our projects. The intern will also play a role in organizing digital files and proposing strategies to keep communication materials current and well-organized (e.g., processes for regular updates utilizing naming conventions and efficient workflows), making them easily accessible to our team. A core deliverable of this internship will be the development of a communication plan for the CWP Projects portfolio, which will include creating communication templates for key project collateral, ensuring consistency and efficiency in our communication efforts.

The student intern will learn basic project design and management skills, collaborate with leading experts and stakeholders across Columbia University and beyond, and learn strategies and models to advance the impact of research to make significant and measurable impacts on global challenges of our time. The student intern will attend regular CWP Project Management team meetings, weekly one-on-one meetings with their direct mentor, and other sessions, as relevant to the core tasks and assignments in a given week. It will be expected that the intern designates 2-3 set days per week to the internship, and is in the office at least one day per week for at least 3 hours.

The student intern will have a mix of regular assignments and work that advance the goals and objectives of the PM projects portfolio, as well as discrete, time-bound tasks and assignments based on the needs and priorities of our project work.

Time commitment: Approximately 12-15 hours per week.

- **Strategic Planning:** As part of the Special Initiatives team, the Strategic Planning intern will provide support to Columbia Global's strategic planning process, which is currently underway. The overall goal of the strategic plan will be to strategically position Columbia Global to address diverse challenges effectively, leverage its strengths to the fullest, and make a meaningful, sustained impact on the world. Each aspect of the strategic planning process is fundamentally collaborative in nature. Three working groups have been formed that will work together to gather and assess relevant information, plan, articulate, and pressure test a strategic plan to advance the following three strategic priorities:
 - Identify strategic themes for Columbia Global
 - Strengthen and expand partnerships
 - Increase and diversify funding sources

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COLUMBIA
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PROJECTS

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The intern will provide targeted support to the working groups, including conducting desk review activities, organizing and synthesizing information collected by the working groups, supporting the development of presentations, and drafting meeting notes/summaries.

The ideal candidate will have an interest in organizational management and strategy who is detail oriented, organized, and possess critical thinking skills.

Time commitment: Approximately 5-10 hours per week.