

## AirQualityAsia (AQA)

New York, NY



AIR QUALITY ASIA  
www.AirQualityAsia.org

### Washington Meeting Intern, Part-time

**AirQualityAsia©** (AQA) is a global advocacy campaign that seeks to help national legislative bodies bridge the gap between their current air quality frameworks and the required air quality regulations within the recently agreed upon United Nations Sustainable Development Goals (SDGs) to produce measurable improvements in the region. AQA builds regional partnerships of legislators, city officials, environmental and public health experts, and green technology business to form a stronger air-quality community to tackle deteriorating ambient air quality in Asia.

Legislators play a seminal role in the success of this process—they are powerful public advocates for clean air, nationally and internationally. As lawmakers they draft and approve legislation and are responsible for oversight of air-quality implementation. As the decision-makers on national budgets and international assistance they will decide how and to what extent the air-quality SDGs are financed and hence implemented in their countries.

AQA, as Convenor of a coalition of policy-makers, agencies and NGOs working on different segments of this issue will bring them to a High Level Meeting in Washington, D.C. in late April 2017 on the side-lines of the World Bank/IMF Annual Meetings. Participants at the meeting will develop a Plan of Action to improve Air-Quality in Asia.

**Job description:** The AQA, Washington D.C.-based intern will work with the Convenor and the Communication and Development Associate by assisting with the logistics of organizing and executing a meeting of this level.

The intern can expect to be tasked with any/all of the following:

- Work with the Convenor and Communications and Development Officer to secure a location for the meeting close to Capitol Hill.
- Liaise between the Campaign and its Washington D.C. partners to confirm bipartisan co-hosts from Congress.
- Hotel/meal/local transport logistics
- Equipment logistics for High-Level Strategy Session
- Taking notes at preparatory meetings and at the High-Level Strategy Session.

The Ideal candidate will have interest in environment and international relations; has worked on Capitol Hill as an intern, administrative assistant. This person should be comfortable working remotely for a small team at a fast pace in an informal setting. Because the campaign directly works with legislators across the globe, diplomats and other international relations experts, the position requires extreme attention to detail and the upmost discretion and diplomacy when dealing in politically sensitive environments.

Please email a short letter of interest and your resume to Shazia Z. Rafi at [shazia.rafi@gmail.com](mailto:shazia.rafi@gmail.com). Please format the subject of the email as follows: [LAST NAME] – AQA Washington Meeting Intern.