



## GRI seeks an Intern Events & Communications

Internship 40 hrs p/w – 6 months (€ 900,- p/m gross)

Location: Amsterdam, the Netherlands

Start date: asap (by 14 September 2015)

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### Intern Summary

GRI organizes its own events such as the GRI Global Conference and Regional Conferences, participates in non-GRI events and enjoys a busy external engagements agenda.

GRI is looking to recruit an intern interested in a non-profit career and gaining essential skills in event management, communications and relationship management. The internship is available for 6 months on a full-time basis. The intern will be working for the Marketing Communications team, in close cooperation with the Senior Coordinator Conference & Events and the External Engagements & Events Coordinator.

### Other Tasks

- Assist with logistics and planning for GRI's own events and side events
- Provide support in processing GRI information including monthly updates from the Regional Hub in GRI's external engagements excel overview
- Support the preparation of agenda for organizing committee meetings for GRI events and taking meeting minutes
- Support in following up on email correspondence and events email outbox
- Information gathering for external engagements to support the organizing committee in making assessment/recommendations
- Support in updating the GRI events website
- Assist with social media outreach and engagement
- Assist in updating external engagements overview on Google Maps
- Provide general support to the Senior Coordinator Conference & Events and the External Engagements & Events Coordinator with the preparation of events

### Key competencies/requirements

- Advanced level fluency in written and spoken English
- Interested in a career involving events and communications
- Excellent communications skills
- Personal traits as accuracy and thoroughness
- Ability to work with individuals from a range of different backgrounds
- Good team player with a "can do" attitude

### About GRI

GRI is an international independent organization that has pioneered corporate sustainability reporting since 1997. GRI helps businesses, governments and other organizations understand and communicate the impact of business on critical sustainability issues such as climate change, human rights, corruption and many others. With thousands of reporters in over 90 countries, GRI provides the world's most trusted and widely used standards on sustainability reporting, enabling organizations and their stakeholders to make better decisions based on information that matters. Currently, 27 countries and regions reference GRI in their policies. GRI is built upon a unique multi-stakeholder principle, which ensures the participation and expertise of diverse stakeholders in the development of its standards. GRI's mission is to empower decision-makers everywhere, through its standards and multi-stakeholder network, to take action towards a more sustainable economy and world.

### Contact details

Interested people eligible to work in the Netherlands are asked to submit a detailed CV and a short cover letter that describes how this placement may advance their future intentions and goals in the sustainability field and what their qualifications are for the position.

Applications should be submitted in English before 12noon Friday 4<sup>th</sup> September 2015 to the HR Department on

[recruitment@globalreporting.org](mailto:recruitment@globalreporting.org)

GRI appreciates all expressions of interest but only short-listed applicants will be contacted.