



Building Bridges Intern

Duration: 4 months, August 15 – December 15, full or part-time possible

Compensation: paid internship, exact offer dependent on profile of candidate

Overview

Building Bridges is an open and collaborative effort that aims to accelerate the transition to a more sustainable economy in Switzerland and abroad. To this end, Building Bridges promotes the finance community's contribution to realising the SDGs. The initiative provides a forum for discussion and cooperation among financial and other private sector actors and institutions, public authorities, international organisations, as well as not-for-profit and academic stakeholders dedicated to achieving the transition to a financial system that is fit for the future.

The next edition of Building Bridges will take place November 29 – December 2, 2021, and Sustainable Finance Geneva is seeking an intern to support the planning and execution of the event.

Duties, Responsibilities and Output Expectations

Reporting to the Building Bridges Coordinator, the intern will:

- Schedule meetings with partners/collaborators, prepare agendas, and record detailed notes and action items; ensure appropriate follow up on tasks identified during partner meetings.
- Draft and (if needed) translate documents, presentations, and e-mails to support the planning process.
- Follow up on the needs and management of sponsors, including tracking of delivery of benefits promised in their packages.
- Support in communications activities including website updates/uploads, and social media posting.
- Develop a volunteer program for students to participate in Building Bridges Week.
- Assist on-site in delivering the event Summit and Week (Nov 29-Dec 2, 2021).
- Conduct research and tracking of the latest developments related to sustainable finance that may be relevant to the initiative.
- Carry out any other ad hoc or administrative tasks, as may be required to support the project.

Qualifications and Experience

- University degree (complete or in progress) in finance, economics, international relations, development studies, political science, intergovernmental affairs, or a related field.



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- No prior work experience required.
- Speaks and writes clearly and effectively in both English and French.
- A strong ability to multitask and be conscientious and efficient in meeting commitments, observing deadlines, and achieving results. Takes ownership of all responsibilities and honors commitments.
- Strong teamwork skills and ability to collaborate and work with a wide range of individuals at varying levels of seniority and subject-matters.
- Listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.

To Apply

Please send a CV and cover letter stating your motivation to Kali Taylor, Building Bridges Coordinator, at k.taylor@sfgeneva.org by July 31, 2021. If you are available part-time please include how many hours per week you are available in your cover letter. Interviews will be conducted in August.