

March 2022

*The World Resources Forum (WRF) is an international non-profit organization that promotes the exchange of knowledge among business leaders, policy makers and scientists on the topic of natural resources. Through our high-level international conferences and projects, we aim to advance the vision for a sustainable use of natural resources. WRF was founded in 2012 as a spin-off of the Swiss Federal Institute for Materials Science and Technology (Empa). The WRF secretariat is located in St. Gallen, Switzerland.*

In order to support the communication and events-related activities of WRF, we are looking for a highly motivated and creative:

## Intern Communications and Events

**Date of commencement:** May 2022 or upon agreement  
**Length of internship:** 6 - 10 months  
**Place of work:** Hybrid – St.Gallen, Switzerland

### Main duties and tasks:

- Support the organization and promotion of online and in-person events in the context of WRF 10<sup>th</sup> Anniversary
- Contribute to internal and external communication activities, such as developing content for articles, newsletters and social media posts
- Assist with communication tasks related to international research and development cooperation projects
- Generate ideas to improve the WRF website (in re-development), corporate identity and overall communications strategy
- Contribute to the concept and preparatory activities for WRF 2023 Conference
- Contribute to other daily administrative and organizational tasks of the WRF secretariat

### Your profile:

- Freshly graduated student or pursuing a relevant study in the fields of communications, marketing, environmental studies, international affairs or a comparable program. The internship can be part of your study requirements.
- Highly motivated, creative, team player, proactive work style, accountable, detail-oriented
- Fluent in English (written and oral); German or French is a plus
- Excellent interpersonal and communication skills
- Computer literate (Microsoft Office, etc.)
- Familiarity with WordPress, video editing and graphic design is a plus

This is a paid internship, the amount being dependent on the location of candidates. WRF offers a modern and flexible working environment with creative freedom and plenty of space for personal development. Interested candidates are kindly asked to send their electronic application, including motivation letter, CV with references, and indication of earliest start date to [jobs@wrforum.org](mailto:jobs@wrforum.org) with the subject line "Application Internship - Communications and Events" by **April 15<sup>th</sup>**. Interviews will be conducted on a rolling basis. If you have any questions, please do not hesitate to contact Emanuele Di Francesco (+41 71 554 0904).