

November 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 communication and events-related activities of WRF, we are looking for a highly motivated and creative:

Intern Communications and Events (80% - 100%)

Date of commencement: February 2023 or upon agreement
Length of internship: 6 - 10 months
Place of work: Hybrid (St. Gallen, Switzerland & home-office)

Main duties and tasks:

- Support the organization and promotion of the World Resources Forum 2023 Conference
- Contribute to internal and external communication activities, such as developing content for news articles, newsletters and social media posts
- Assist with communication tasks related to international research and development cooperation projects
- Generate ideas to improve WRF website, corporate identity and overall communications strategy
- 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. Interested candidates are kindly asked to send their electronic application, including motivation letter, CV, and indication of earliest start date to jobs@wrforum.org with the subject line "Application Internship - Communications and Events". The application deadline is December 20th. Interviews will take place on a rolling basis.