



WBCSD Job Description – Internship

Zero Emission Vehicle Initiative

WBCSD Overview

WBCSD is the premier global, CEO-led community of over 200 of the world's leading sustainable businesses working collectively to accelerate the system transformations needed for a net zero, nature positive, and more equitable future.

We do this by engaging executives and sustainability leaders from business and elsewhere to share practical insights on the obstacles and opportunities we currently face in tackling the integrated climate, nature and inequality sustainability challenge; by co-developing “how-to” CEO-guides from these insights; by providing science-based target guidance including standards and protocols; and by developing tools and platforms to help leading businesses in sustainability drive integrated actions to tackle climate, nature and inequality challenges across sectors and geographical regions.

Our member companies come from all business sectors and all major economies, representing a combined revenue of more than USD \$8.5 trillion and 19 million employees. Our global network of almost 70 national business councils gives our members unparalleled reach across the globe. Since 1995, WBCSD has been uniquely positioned to work with member companies along and across value chains to deliver impactful business solutions to the most challenging sustainability issues.

Together, we are the leading voice of business for sustainability, united by our vision of creating a world in which 9+ billion people are living well, within planetary boundaries, by mid-century.

Job overview

Apply strategic thinking, coupled with capacity for project management and implementation, to help support ongoing projects and to position and profile WBCSD as the leading voice of business for systems transformation in one of the Imperatives – Climate Action, Nature Action, or Equity Action, Pathways – Food & Ag, Built Environment, Mobility, Healthy People Healthy Business, Energy or Circular Economy, or in Redefining Value.

The Transport & Mobility pathway is looking for a summer intern who has a taste, if not experience, with industry or mobility, to support our flagship work on [Zero Emission vehicle Emerging Market initiative](#).

The selected candidate will have the opportunity to support the leading Manager in preparing public private dialogues, and events, in which a group of circa 20 global companies have elected to engage. Practically we will ask the intern to prepare briefing documents, produce summaries, plan invites and



attendance of high-level in-person dialogues as part of India Clean Energy ministerial in July, and India G20 in September. In addition, the intern will help coordinate the planning of WBCSD participation in the Zero Emission vehicle transition Council, and associated planning for COP28. Finally, the intern will support the work on transport digitalization and will have the opportunity to work on the release of summary material pertaining to the work done on “car-inclusive multimodality”.

Responsibilities and duties

- Provide logistic support in the organization of various virtual meetings & events, for the relevant Imperative, Pathway or Redefining Value, to ensure related meetings, events and communications are executed to plan.
- Support the development of communication material and social media engagement including professional presentations for the projects to use in communicating to members, other companies and partners.
- Facilitate the engagement of members, prospects, and key stakeholders towards the achievement of the Imperative, Pathway or Redefining Value deliverables.
- Participate in calls and meetings with members, other companies and partner organizations to learn more about WBCSD, how we work, and our relationships with other organizations.
- Present insights and recommendations to internal stakeholders.

Qualifications

- Bachelors university degree in sustainability, or other relevant area with a masters degree a plus
- Minimum 1 year experience
- Collaboration and Cooperation:
 - Relates well to people at all levels. Adapts to the team and enhances team spirit
 - Capacity to work independently, proactively address problems and meet deadlines
 - Ability to manage multiple tasks and ad hoc demands simultaneously
 - Thrives when working in a fast-paced, collaborative environment and understands that the ebb and flow of team priorities may require “all hands on-deck” at times
- Writing and Reporting:
 - Writes clearly, succinctly and correctly in a convincing and engaging manner
 - Avoids the unnecessary use of jargon or complicated language
 - Structures information to meet the needs and understanding of the intended audience
- Communication and events management:
 - Listens, consults others and communicates proactively
 - Knowledge of, and demonstrated skills in, communication (tools such as PPT and social media); database management (software such as Salesforce) and excellent organisational skills

- Expresses opinions, information and key points of an argument clearly
- Makes presentations with skill and confidence and has strong facilitation skills. Responds quickly to the needs of an audience and projects credibility
- Excellent verbal and written communications skills in English are critical, fluency in additional languages is an advantage
- Project Management:
 - Plan and lead day-to-day project activities to deliver the agreed work
 - Monitor progress against plan

Work Environment

WBCSD is a purpose driven, forward-thinking and action-oriented organization, characterized by diversity of gender, nationalities and work experiences. WBCSD offers a competitive, modern, and flexible working arrangement:

- Geneva-based organization with offices in Amsterdam, Beijing, Delhi, London, New York and Singapore
- State-of-the-art facilities and ICT-enabled working tools
- Flex-time possibilities
- Dynamic working atmosphere
- Open culture encouraging interaction and sharing of ideas and opinions
- Language: Fluency in English (written and spoken) is essential, additional languages beneficial