



WBCSD Job Description – Internship

Education

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 action platform of business for systems transformation in the Imperatives (Climate Action, Nature Action, and Equity Action), Pathways (Food & Ag, Built Environment, Mobility, Energy, Products & Materials) and in Redefining Value.

WBCSD Education cuts across WBCSD's Imperatives, Pathways and Redefining Value to help ensure actionable learning insights are readily available to all levels of a company and across its functional divisions. We develop Board-level and C-suite executive education programs, leadership and mentorship programs for management and online learning content to bring sustainability to the heart of mainstream business and executive education, training and learning.

WBCSD Education is seeking an Intern to support the development of learning materials and the curation of academic research to provide business leaders and practitioners with relevant, meaningful and



actionable learning to raise ambition, drive action and sharpen accountability around sustainability goals. This is an opportunity for a young professional to gain experience in developing sustainability learning journeys and to contribute to the development of the talent and skills we need in the business community to secure a net-zero, nature-positive and equitable future.

Responsibilities and duties

The selected candidate will:

- Support the development of creative and innovative learning materials, including online course content; professional presentations to use in trainings and workshops with members, other companies and partners; etc.;
- Conduct regular review of business-relevant research published by leading universities and business schools for dissemination to WBCSD members and incorporation into learning materials;
- Facilitate the engagement of members, prospects, and key stakeholders, including support in the organization of virtual meetings, workshops and trainings;
- 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 with a preferred concentration in nature and biodiversity, 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

The position is a full-time, summer internship position based in our New York office, or home based, but may also require international travel.

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