



## **Intern Marketing & Communications (80%) m-f-d**

### **ABOUT EDGE CERTIFIED FOUNDATION**

EDGE Certified Foundation created the leading global assessment methodology and business certification standard for gender and intersectional equity in the workplace. It measures where organizations stand in terms of representation, pay equity, effectiveness of policies and practices to ensure equitable career flows, as well as the inclusiveness of their culture.

The EDGE Certification system is designed to engage organizations across the world in fostering equal career opportunities for women and men across their different gender identities, race/ethnicities, sexual orientations, nationalities, age groups and working with a disability status.

Headquartered in Zug, Switzerland, EDGE Certified Foundation is responsible for developing and upholding the EDGE Standard, and for overseeing the consistent and credible application of both the EDGE Standard and related Certification Requirements by the approved independent, third-party certification bodies and their auditors.

EDGE Certification's diverse customer base is growing rapidly and consists of large organizations in 47 different countries across five continents and 22 different industries.

### **WHAT THIS POSITION OFFERS YOU**

As we grow the scale and concentration of EDGE Certification, we are looking for an Intern, for a 4 to 6-month period, to support the marketing and communications activities of the Foundation. We are looking for a committed and digital-savvy professional, with a desire to work in a fast-paced and diverse environment, to join the EDGE team and work directly with the Managing Director of the Foundation.

You will be responsible for maintaining the EDGE Certified Foundation website, for independently developing marketing content and actively contributing to the continuous development of the EDGE Standards. As a well-organised and engaged individual, who is interested in gaining experience in a broad scope of marketing and communications-related tasks and activities, you will be guaranteed to have an impact in the ESG and diversity, equity & inclusion field.



## **Main Responsibilities**

- Day-to-day maintenance of the EDGE Certified Foundation website
- Organize, write and publish marketing content on social media channels (text, images, video)
- Support the content development for the EDGE e-learning platform
- Actively engage with our subject matter experts to produce relevant marketing and communications content
- Contribute to the continuous improvement of the EDGE Certification Standards
- Undertake various business intelligence activities and identify trends and insights related to ESG, Gender and Intersectional Equity in the Workplace

## **Required Skills and Experiences**

- Pursuing or recently graduated from a bachelor's degree or higher in a relevant field
- Ability to manage time, work independently, and exercise continual attention to detail in composing and reviewing materials
- Capacity to take initiative, exercise discretion, and seek creative solutions
- Ability to work in a collaborative environment, and learn and apply new skills in the context of a fast-paced organizational agenda and ambitious organizational objectives
- Strong interest and understanding in topics at the intersection between business and society, notably ESG and Diversity, Equity & Inclusion topics
- Excellent interpersonal and communication skills, particularly in written and spoken English
- Computer literacy (MS Office Suite, Adobe), knowledge of website analytics tools, social listening tools and media/video editing software would be an advantage
- For this position we can only accept Swiss, EU/EFTA applicants or applicants with a valid Swiss work permit.

The position is remunerated.

Is this challenge attractive for you? Please send us your resume together with a motivation letter and all relevant documents in English to: [info@edge-cert.org](mailto:info@edge-cert.org)

We look forward to receiving your application.