

## **Internship Event Management (80%)**

Do you want to have the unique opportunity to work in a non-profit organisation with a focus on sustainability? And are you passionate about events and networking? During this exciting internship, you will be part of the biggest local network of sustainability professionals. Furthermore, you will have the opportunity to grow your professional network in the field of business and sustainability.

We are looking for a person who is enthusiastic about **events, networking and sustainability**.

### **About GreenBuzz**

GreenBuzz is a network with a business focus that engages its community and partners on sustainability topics to achieve the United Nations Sustainable Development Goals (SDGs). GreenBuzz was founded in Zurich and is growing, with current additional chapters in Bern, Geneva, Amsterdam and Berlin.

[GreenBuzz Zurich](#) offers events with a focus on networking and knowledge sharing on a wide range of sustainability topics; through its activities, GreenBuzz promotes action by and collaborations between citizens, NGOs and both private and public sector organisations. GreenBuzz has a network of 3500+ sustainability enthusiasts and is run by a small operational team.

### **The Role: Event Management (80%)**

You will support GreenBuzz mainly with event management. You will report directly to our events manager. Tasks will include:

- Supporting our events manager in the planning of GreenBuzz events (physical & virtual)
- Setting up speaker lineups and creating meaningful event narratives
- Coordinating with our topic lead volunteers
- Briefing speakers & moderators
- Managing logistics at the events
- Managing administrative tasks
- Preparing & sending follow-up emails

Furthermore, you will have the opportunity to take ownership of your own project, e.g. plan your own event or workshop (to be confirmed within the first weeks of the internship).

## Your Profile

You will fit perfectly into our team if you:

- are highly motivated to gain working experience in the field of sustainability.
- are interested in getting experience in a small and fast-paced organisation that creates real impact.
- love events and networking and maybe even have some prior experience with planning and running events.
- are a self-starter.
- are tech-savvy and have no problem learning and using new technologies.
- can adjust easily to the frequently changing needs of small organisations.
- have good organizational skills and have a detail-oriented way of working.
- are curious and are eager to learn new skills.
- want to grow your network amongst sustainability professionals in Zurich.

*Language requirements:* You are fluent in written and spoken English and have a good command of German.

## Further Important Details

<u>Internship Duration:</u>	12 months
<u>Start Date:</u>	November 1st or 15th 2021
<u>Working hours:</u>	80% (8 hours per working day)
<u>Salary:</u>	CHF 1500.- per month (FTE 1.0)
<u>Tools used:</u>	Google Applications (incl. Gmail, Google Docs, Calendar), Mailchimp, Eventbrite, Asana, Zoom, Wordpress <sup>1</sup>
<u>Location:</u>	Remote & WWF Switzerland Offices, Hohlstrasse, Zurich
<u>Application Deadline:</u>	October 15th

If you meet these requirements, please, send your complete application to our Managing Director, Lena Stüdeli, at [jobs@greenbuzz.global](mailto:jobs@greenbuzz.global) (in English or German).

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<sup>1</sup> Prior experience with all of these tools is not required but desirable.