

## **Internship Events Management (60 - 80%)**

Do you want to have the unique opportunity to work in a non-profit organisation with a focus on sustainability?

During this exciting internship, you will be part of the biggest local network of sustainability professionals, learn how to build communities around important sustainability topics and how to develop and execute innovative event formats. Furthermore, you will have the opportunity to meet and get to know sustainability professionals from all different industries in Switzerland.

### **About GreenBuzz**

GreenBuzz is an international network that engages its community and partners on sustainability topics, in order to achieve the United Nations Sustainable Development Goals (UN SDGs). GreenBuzz was founded in Zurich and has chapters in Bern, Geneva, Amsterdam & Berlin.

**GreenBuzz Zurich** offers educational events and peer-to-peer learning opportunities; through its activities, GreenBuzz promotes action by and collaborations between citizens, NGOs, and both private and public sector organizations. GreenBuzz Zurich has a network of 3000+ sustainability professionals working in different sectors and is run by a small operational team.

### **The Role: Events Management & Communications**

You will support GreenBuzz mainly with events management & public communications. You will report directly to our managing director but work closely with our events manager. Tasks will include:

- Getting quotes from & securing venues;
- Coordinating with our topic leads;
- Organising catering;
- Briefing speakers & moderators;
- Managing logistics at the events;
- Managing administrative tasks;
- Preparing & posting social media posts;
- Preparing & sending follow-up Emails & newsletters.

Furthermore, you will have the opportunity to take ownership of your own project (your own event or workshop, crowd-funding campaign etc).

## **Your Profile**

You want to join the GreenBuzz team because:

- You have a personal interest in sustainability;
- you are interested in getting experience in a small organisation that creates real impact;
- you are a good communicator;
- you can adjust easily to the frequently changing needs of small organisations;
- you want to take responsibility for your role and be a part of solving current challenges at GreenBuzz;
- you have good organizational skills and have a detail-oriented way of working;
- you are curious and are eager to learn new skills.

**Language requirements:** You are fluent in both German (preferably mother tongue) and English.

## **Important Details**

Internship Duration:	6 months
Start Date:	April 2020 (or as soon as possible)
Working hours:	60-80% (including participation in some evening events)
Salary:	CHF 1000.- per month (by 100%)
Location:	C/o WWF Switzerland, Hohlstrasse, Zurich
Application Deadline:	<b>March 15th</b>

Please, send your application to **Lena Stüdeli** at **lena.stuedeli@greenbuzz.global** (in English or German).