



The Global Compact Network Switzerland and Liechtenstein (GCNSL) is the official platform for the United Nations Global Compact Initiative (UNGC) in Switzerland. It is a legally independent association which aligns its activities with the goals and strategies of the UN Global Compact. We strive to generate added value to our members by sharing knowledge, organizing workshops and conferences and providing training and consultancy on corporate responsibility and the Sustainable Development Goals (SDGs). We also serve as an intermediary between our members and the UN Global Compact Office in New York. To support the secretariat in its daily work and projects we are looking for a:

Sustainability Management trainee (50%)

Fixed-term position for 6 months to 1 year starting 1st of June 2021

Responsibilities

- Support the organisation, coordination and execution of workshops, seminars and public events in the field of corporate sustainability and the Sustainable Development Goals (SDGs)
- Research and elaborate sustainability related contents for our communication channels (web, print, social media)
- Help keep the website up to date
- Support the daily management of the Secretariat

Requirements

- BA or other relevant training in social, political or environmental sciences
- Good written and oral communication skills
- Mother tongue French or German and a strong command of the English language
- Attention to detail, accountability and ability to multitask
- Efficient, open minded and organized personality with a friendly and positive attitude
- Interest in corporate sustainability
- Experience in event management is a plus

Our offer

A small and friendly team of very dedicated people, lots of room for flexibility and self-initiative. The possibility to attend events and increase your knowledge in the field of corporate sustainability as well as good networking opportunities. Good working conditions in a pleasant office in Zurich.

Please send your application per email to Alice Harbach-Forel, alice.harbach@globalcompact.ch. The application deadline is the 19th of April 2021. For additional information, kindly contact Alice Harbach-Forel by email.

We look forward to hearing from you.