



**Function:** Stakeholder Relations

**Position Type:** Internship, 3-4 months, possibility of extension to permanent position

**Location:** Athens, Greece

### **About Global Sustain:**

Global Sustain maintains offices in Athens, Brussels and Melbourne. The company offers innovative on-line and off-line services related to sustainability, corporate responsibility, responsible investing, green economy, business ethics and excellence, transparency, human rights and accountability. Its mission is to create awareness, inspire and support companies and organisations in sustainability, through advisory, communications, networking and training, guided by the people-planet-profit concept. Its members include corporations, non-governmental and non-profit organisations, municipalities and local authorities, academic institutions, media, professional bodies, service providers, chambers, think tanks and other public or private entities. Global Sustain owns and daily updates the popular portal [www.globalsustain.org](http://www.globalsustain.org), it is active in social media, offers advisory services, publishes multi-stakeholder Yearbook, a comprehensive fortnightly e-newsletter, facilitates networking among members (M2M), organises events and the Sustainability Forum, a training, networking and professional development event, supporting companies and organisations in formulating their sustainability strategy. Global Sustain is a signatory to the Ten Principles of the UN Global Compact, a GRI Data Partner and Organisational Stakeholder and an affiliated member of the Academy of Business in Society (For more info please visit: [www.globalsustain.org](http://www.globalsustain.org)).

### **Job Purpose:**

Global Sustain seeks to recruit an intern interested in corporate responsibility and sustainability issues. The main tasks will be to provide administrative support to the implementation of Global Sustain membership services.

The position is available for a period of three to four months on a full time basis with a possibility of extension to a permanent contract. The intern will report to the Stakeholder Relations Manager.

### **Skills Required:**

The intern will most preferably be a student/holder of a bachelor's degree in Communications, Political Affairs, International Relations or Business Administration.

Excellent interpersonal, written and verbal communication skills in English and Greek are essential prerequisites.



**Tasks:**

- Administration of Global Sustain Stakeholder Relations Department
- Assisting in servicing Global Sustain members
- Completing marketing material packages
- Market research for potential members and business opportunities
- Updating the [www.globalsustain.org](http://www.globalsustain.org) portal using content management system (CMS)
- Updating members' database using enterprise resource planning (ERP) software

**Core Competencies:**

- Interest in corporate responsibility and sustainability issues.
- Good knowledge of Microsoft Office software (Word, Excel and PowerPoint).
- Good team player with a “can do” attitude.
- Results-focused ability to handle multiple tasks and work on timelines.

*Interested candidates are invited to submit a detailed resume and a motivation letter to [info@globalsustain.org](mailto:info@globalsustain.org), quoting “Internship-Athens” in the subject, describing how this position may advance their future intentions and goals in the sustainability field and what their qualifications are for the position. Global Sustain appreciates all expressions of interest but only short-listed applicants will be contacted.*