



INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

Communication and Marketing Intern

Exclusive opportunity: No

Name of the organisation: R20 Foundation

Job Title: Communication and Marketing Intern

Duration: Flexible- ideally until the end of summer

Occupational Rate: Full time or 80%

Remuneration: Paid

Application deadline: 10th of May

Location: The ideal working station will be Geneva with flexibility regarding home-office

Main Activities:

- Maintain and create website content for R20 and related programs (especially SCF)
- Write and design content, including:
 - o PowerPoint presentations
 - o Newsletters (internal and external)
 - o Thought leadership pieces.
 - o other marketing material that communicates the organization's activities, products and/or services.
- Support event coordination

Key Skills:

- Minimum: currently pursuing a Bachelor's degree or equivalent in communication, marketing, or business management
- Knowledge and working experience in the following sectors a strong preference: non-profits, impact investment funds, sustainable finance
- Strong skills with Microsoft Word, Excel and PowerPoint
- Proficient in content management systems, and social media platforms.
- Proficient English level in writing and speaking.

- Excellent verbal, written, and interpersonal skills.
- Passionate about climate mitigation and adaptation, biodiversity, and sustainability with a strong commitment towards a more sustainable world
- Team player, flexible and able to work in a multicultural environment

How to apply:

Please send your CV and a Cover Letter to secretariat@regions20.org by May 10th, 2023.

Terms of Reference Document: