

JOB ADVERTISEMENT: INTERNSHIP



The ISFC is looking to hire interns for its Prague head office and also to work remotely. We are a small but growing team, which values integrity and accountability. The Centre was launched in June 2020 and is thus in the very early stages of its development.

This means that we are looking for team members who is happy to have some agency, is able to work independently. The ISFC is a research and learning centre. In order to create and maintain its reputation, the ISFC is strictly political and focused on providing evidence-based solutions.

The ISFC's overarching aim is to ignite and foster national and regional debate on sustainable finance and low carbon growth, and to inspire stakeholders to create new initiatives. The centre will undertake rigorous research and publish targeted solutions outlining how Central Europe can best take advantage of the EU's Green Deal and its post-Covid-19 recovery packages to finance its transition to low-carbon economic growth. At a time when countries will be working to tackle Covid-19 fallout, the ISFC will ensure that sustainability remains on the policy agenda and in public debate. The centre will strive to bring some of the world's cutting-edge thinking and thought leadership on sustainable finance to the region.

As a small, impact-driven organisation whose aim is to build regional expertise and capacity on sustainable finance topics, our people are our greatest asset. The ISFC places great importance on integrity and accountability.



Interview dates: To be confirmed, expected to be mid-to end of July

Start date: TBC, end of July or 1st of August 2020

Remuneration: A set per diem payment

REQUIRED RESPONSIBILITIES & SKILLS:

- Fluency in English and one of the region's languages (Polish, Slovak, Hungarian or Czech);
- Good analytical and research skills;
- Preferably at least a bachelor's degree in finance, economics, or business;
- Ability to build and update contact databases; to carry out mapping exercises (identification of key contacts on a range of sectors across many countries);
- Ability to schedule meetings and manage calendars;
- Help with travel and accommodation arrangements;
- Support organising events and assisting with logistics;
- Attend conferences and meetings, taking notes and drafting summaries;
- Monitor policy developments and media coverage;
- Help prepare newsletters;
- Assist with social media work (creating and promoting posts).
- Ability to analyse and summarise complex issues;
- A willingness to learn fast and to help with a wide range of tasks;
- An open mind and a can-do attitude.

WHAT WE CAN OFFER:



- A flexible working environment;
- Some mentoring and career development support;
- Access to a wide range of events and opportunities;
- Help with professional development.

TO APPLY:

To apply, please email jobseisfc.org with a CV and a one page cover letter, putting "ISFC - Internship application" in the email subject line.