

Zurich, 21 März 2017

Swiss Sustainable Finance – Internship (6 months) – 100%

About Swiss Sustainable Finance

Swiss Sustainable Finance strengthens the position of Switzerland in the global marketplace for sustainable finance by informing, educating and catalysing growth. The association, founded in 2014, has representation in Zurich, Geneva and Lugano. Currently SSF unites 93 members and network partners from financial service providers, investors, universities and business schools, public sector entities and other interested organisations. www.sustainablefinance.ch

What we look for

SSF is seeking a dynamic and self-motivated Graduate with knowledge in sustainable finance to support the organisation in achieving its goals. As part of a small team of 4 people based in Zurich, you will work with the Project Manager and the CEO on various tasks, including providing member services, supporting the different SSF workgroups, updating the website, drafting and editing publications and social media communication, carrying out applied research, organising events, in addition to supporting the team with other regular and ad hoc tasks. The tasks also encompass recurring elements such as uploading news, updating the members' database or maintaining the website but leave ample room for creativity and constantly offer new insights. In our team we build on the responsibility and ambition of each team member to be able to work efficiently and pragmatically and therewith create maximum impact and visibility with limited resources. We look for someone sharing our passion for sustainable finance who can help SSF leave a strong track record in the Swiss financial industry.

Required skills

- Masters degree in economics, finance or international relations
- Knowledge in sustainable finance (i.e. sustainable investment or lending)
- Strong writing skills and generally a good command of language
- Proficient German and English; French is an asset
- Good analytical and problem-solving skills
- Structured working style and reliability
- Office software proficiency
- Good knowledge of social media and other communication tools
- Endurance, flexibility and pragmatism to cope with short term workload peaks and a wide range of tasks
- Great team player with high self-motivation

What we offer

- Autonomous working style in a highly motivated, interdisciplinary team – with contacts to our colleagues in Geneva and Lugano
- Building up a strong network in a large and very dynamic community thanks to the various interactions with member organisations and direct personal contacts
- Opportunity to contribute to shaping the profile of an organisation that has already established itself as an important force in the Swiss financial centre
- Possibility to participate at own and third party events
- Workplace in the historical centre of Zurich
- Pleasant working atmosphere
- Start of work: 1 June 2017

Please send your application to

Sabine Döbeli

CEO Swiss Sustainable Finance

Email: sabine.doebeli@sustainablefinance.ch

If there are any questions, don't hesitate to contact me via email or by phone.

Tel. +41 44 515 60 52

Application Deadline : Thursday, 20 April 2017