

## **Internship Event Management & Fundraising (100%)**

Do you want to have the unique opportunity to work in a non-profit organisation with a focus on sustainability? And are you passionate about events and networking? During this exciting internship, you will be part of a vibrant local network of sustainability professionals. Furthermore, you will have the opportunity to grow your professional network in the field of business and sustainability.

We are looking for a person who is enthusiastic about **sustainability, events, networking and wants to learn more about fundraising**.

In this 12-month internship, you will work closely with our Events Manager to make sure we deliver high-quality events - the core work of GreenBuzz. Furthermore, you will work with our Sales & Fundraising Manager with fundraising activities.

### **About GreenBuzz**

GreenBuzz is a network with a business focus that engages its community and partners on sustainability topics to achieve the United Nations Sustainable Development Goals (SDGs). GreenBuzz was founded in Zurich and is growing, with current additional chapters in Bern, Geneva, Amsterdam and Berlin.

[GreenBuzz Zurich](#) offers events with a focus on networking and knowledge sharing on a wide range of sustainability topics; through its activities, GreenBuzz promotes action by and collaborations between citizens, NGOs and both private and public sector organisations. GreenBuzz has a network of 3,500+ sustainability enthusiasts and is run by a small operational team.

### **The Role: Event Management & Fundraising (100%)**

You will support GreenBuzz mainly with event management (ca. 80%) and with fundraising (ca. 20%). You will report directly to our Events Manager and our Sales & Fundraising Manager. Tasks will include:

- Supporting our events manager in the planning of GreenBuzz events (physical & virtual) by:
  - Setting up speaker lineups and creating meaningful event narratives
  - Briefing speakers & moderators
  - Managing logistics at the events
  - Managing administrative tasks
  - Preparing & sending follow-up emails
- Supporting our fundraising activities by:
  - Researching fundraising opportunities
  - Writing grant proposals
  - Filling in proposal forms
  - Preparing attachments

## Your Profile - Required Skills & Experience

### Must-Haves:

- Native(-like) German skills
- Fluent English skills in writing & speaking
- A keen interest in sustainability and learning more about the [GreenBuzz topics](#)
- Love for events and networking
- Great organizational skills and detail-oriented & structured way of working
- Adaptable to the frequently changing needs of small organisations

### Nice-to-Haves:

- Interest in getting experience in a small and fast-paced organisation that creates real impact
- Prior experience with planning and running events
- Prior experience with fundraising activities
- Tech-savviness and willingness to learn and use new technologies and softwares
- Curiosity and eagerness to learn new skills
- Motivation to grow own your network amongst sustainability professionals in Zurich

## Further Important Details

<u>Internship Duration:</u>	12 months
<u>Start Date:</u>	September 1st or 15th 2022
<u>Salary:</u>	CHF 1,500 per month (FTE 1.0), 2,000 after 6 months
<u>Tools used:</u>	Google Applications (incl. Gmail, Google Docs, Calendar), Mailchimp, Eventbrite, Asana, Zoom, Wordpress <sup>1</sup>
<u>Location:</u>	Remote & WWF Switzerland Offices, Hohlstrasse, Zurich
<u>Application Deadline:</u>	August 31st

If you meet the requirements and want to take advantage of this great opportunity to get access to a highly qualified, diverse and fun network - Please, send your application to our Managing Director, Lena Stüdeli, at [jobs@greenbuzz.global](mailto:jobs@greenbuzz.global) (in English or German).

*At GreenBuzz, we believe our team is strongest when it comprises a wide variety of experiences and perspectives. We believe in equal opportunities and don't discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status or disability status. GreenBuzz supports flexible and remote working options to positively contribute to its employees' work-life balance.*

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<sup>1</sup>Prior experience with all these tools is not required but desirable.