Zurich, 15 March 2018

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 99 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 Senior Project Manager and the CEO on various tasks, including social media communication, supporting the different SSF workgroups such as education, market intelligence and political dialogue, organising events, updating the website, drafting and editing publications, providing member services, and carrying out applied research, in addition to supporting the team with other regular and ad hoc tasks. The tasks also encompass recurring elements such as uploading news or updating the members’ database, but leave ample room for creativity and constantly offer new insights into the world of sustainable finance. In our team, we count on the responsibility and ambition of each team member to be able to work efficiently and pragmatically to 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
- Master’s 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 website CMS systems
- 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
- Working in a strong network of a large and very dynamic community thanks to the various interactions with member organisations and direct personal contacts
- Opportunity to contribute to the strong reputation of our organisation that is perceived 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
- Competitive intern compensation
- Start of work: 1 June 2018 (or upon agreement)

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: Tuesday, 10 April 2018