

INTERNSHIP DESCRIPTION	
Organisation Name	UN Global Compact Network Australia
Placement Description/ Title	Research support
Host preferences	<p>Preference for Grad or Undergrad:</p> <p><input checked="" type="checkbox"/> Undergraduate (20 days) <input checked="" type="checkbox"/> Graduate (20 days)</p> <p>Number of interns required: 1 or 2</p> <p>Applicable areas of study: Law, International Relations, Commerce, Science</p> <p>Topics of Interest: Sustainability, Environment, Nature &amp; Biodiversity, Climate Change, Policy, Business, Economics, Finance</p>
Supervisor	<p>Name: Evan Center</p> <p>Title: Manager, Environment &amp; Climate Change</p> <p>Email: <a href="mailto:Evan.Center@unglobalcompact.org.au">Evan.Center@unglobalcompact.org.au</a></p> <p>Supervisor Qualifications: Doctor of Philosophy (PhD), Communication (Environmental Communication); Master of Arts (MA), Communication Studies; Graduate Certificate, Service Learning; Graduate Certificate, Peace Studies and Conflict Resolution; Bachelor of Arts (BA).</p>
About the Host	<p>As a special initiative of the UN Secretary-General, the United Nations Global Compact is a call to companies everywhere to align their operations and strategies with ten universal principles in the areas of human rights, labour, environment and anti-corruption. Launched in 2000, the mandate of the UN Global Compact is to guide and support the global business community in advancing UN goals and values through responsible corporate practices. With more than 17,000 companies and 3,800 non-business signatories based in over 160 countries, and more than 60 Local Networks, it is the largest corporate sustainability initiative in the world.</p> <p>In Australia, the business-led <b>UN Global Compact Network Australia (UNGCNA)</b> brings together participants to the UN Global Compact, including a number of Australia's leading companies, civil society organisations and universities in a platform for dialogue, learning, influence and action that is practical and leading edge. We guide businesses on how a principles-based approach to doing business by advancing the Ten Principles and contributing to the UN Sustainable Development Goals (SDGs) drives long-term business success.</p>
Intern Duties	<p>Working alongside the Programmes team, the intern will:</p> <p>Provide support with online (Zoom), hybrid and in person programming—such as webinars, networking events, publication launches and e-learning videos;</p>

	<p>Assist with high-level stakeholder meetings, including executives from ASX200 corporates, government departments and peak-body membership organisations;</p> <p>Carry out research and writing relating Environment and Climate Change business practices;</p> <p>Draft and edit publications, speaker briefing notes and other related documents;</p> <p>Support grant delivery and funding procurement, this may include supporting on grant applications, sponsorship proposals and adjudication reports;</p> <p>Manage relevant emails and other inquiries;</p> <p>Perform administrative tasks and office management duties as required;</p> <p>Provide additional support to the UNGCNA Marketing and Communications team.</p>
Desired Skills or Qualities	<p><b>General:</b></p> <p>Excellent research, editing, writing, oral communication and analytical skills;</p> <p>Ability to utilise of Microsoft Office Suite, Adobe Acrobat, Zoom, Slack and other workplace communication and project management tools;</p> <p>Simple video editing and social media asset development (e.g. Canva) skills are a bonus.</p> <p><b>Specific:</b></p> <p>Familiar with current business, economic other sustainability issues related to environment and climate change;</p> <p>Basic understanding of corporate social responsibility;</p> <p>Ability to stay organised and engage quickly in a fast-paced work environment;</p> <p>Experience in a working environment, preferably with a small team.</p>