

Membership Events Intern - 6 months

Job Advertisement

Starting date: 01.01.2019

Wage: London living wage: £10.20/hour

Contract: 6 months internship

Location: London, United Kingdom

Closing date: 31 October 2018

The Better Cotton Initiative (BCI) is a multi-stakeholder Standards System set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The Better Cotton Standard System is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 1.5 million licensed BCI Farmers and over 1000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas. This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes.



The Better Cotton Initiative (BCI) is recruiting for a motivated individual who is interested in sustainability to join our team for a six-month internship supporting the preparation and coordination of our annual conference during that period.

Description

BCI organises an annual multi-day international conference which is the flagship event for BCI and for the sustainable cotton sector. In 2019 the conference will take place in Shanghai, China during the week of 10 June. There is a great deal of planning and preparation required for the event, with many sessions, speakers and meetings covering a variety of exciting topics. This is an excellent opportunity for any intern aspiring for a career in the sustainability sector to build his or her skills and experience in event planning and coordination as well as in working in a fast-paced global multicultural not-for-profit. This is a good opportunity for exposure to [leading sustainability businesses](#), over 300 of which are expected to attend the conference.

Profile

We are looking for someone with excellent command of English, who is versatile and organised, with good people, communication and project management skills. The right person is self-motivated and comfortable working in a dynamic environment with multiple tasks and activities to support. The opportunity is ideal for someone who wants to gain valuable experience in how a not-for-profit organisation operates and have exposure to a very active and quickly evolving area of sustainability. As a full part of the BCI team, the intern will also have the opportunity to attend the 2019 Conference and staff meetings to learn more about the work of the organisation.

Membership Events Intern - 6 months

Job Advertisement

Responsibilities

You will play an active role on our Membership team, helping to organise logistics, registrations and manage other preparatory activities for the conference in the time leading up to the event. You will support the sourcing of services at the conference location as well as communicate with attendees, speakers and partners. You will also be supporting the production of related materials & web pages. Additional responsibilities related to other BCI events will be assigned as time allows.

This role would report to the Membership Engagement & Marketing Manager, based in USA on Central Standard Time, six hours behind London. To maximise your learning, you will be involved in, and receive training, in some of the following areas, in coordination with global staff based in the UK, Switzerland, China and the USA:

- Processing online registrations and responding to event-related enquiries
- Assembling the agenda with activities such as gathering of speaker photos and bios
- Outreach and support to conference speakers and BCI Members
- Liaising with the venue, catering and other service providers
- Logistics and planning for conference sessions
- Website and App communications and editing
- Drafting of conference materials (online and print)
- Support in implementing conference marketing strategy
- Selected tasks related to email campaigns, multimedia and other communications activities
- Organising data and mailing lists
- Determining multimedia support required for sessions

Competencies Required
The ability to work with a multi-cultural team is a key requirement
Accountability, responsibility and reliability are key attributes.
Ability to work from office setting with BCI staff who are remotely based
Strong organisational skills and time management
Ability to deal with enquiries via e-mail and phone
Excellent English language skills (spoken and written)
At ease with IT based systems
Confidence in completing administrative and logistical tasks
Creativity and ability to take initiative
Interest in sustainability issues
Excellent interpersonal and teamwork skills
Creativity and ability to take initiative
Interest in sustainability issues
Excellent interpersonal and teamwork skills

Membership Events Intern - 6 months

Job Advertisement

Additional Information

- Full training will be provided for necessary systems and processes.
- Interested candidates must be legally allowed to work in the UK (for UK based interns).
- Interns are not entitled to any employee benefits provided to BCI employees.

This is a six-month full-time internship with an anticipated starting of early January 2019.

Applications

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (1 page maximum), in English, by email, subject "Membership Events Intern" to recruitment@bettercotton.org.

We thank all applicants for their interest; however only candidates eligible to work in the UK will be considered.

BCI is an equal opportunity employer, and is committed to good practice and transparency in the management of natural, human and financial resources.