



Corporate Citizenship Internship New York

About Us

Corporate Citizenship is a management consulting company that offers clients around the world unrivalled breadth and depth of experience in corporate responsibility. Since 1997, we have advised leading, multi-national corporations on how to enhance and align their citizenship and traditional business activities to create strategic business value.

Corporate Citizenship helps clients to create and deliver a full range of corporate responsibility (CR) and sustainability programs. We work with corporate functions and business units to develop strategies, engage stakeholders, manage environmental impacts, and invest in communities to achieve business goals and fulfill corporate missions. Corporate Citizenship also manages the London Benchmarking Group and publishes *Corporate Citizenship Briefing*. Corporate Citizenship has offices in New York and London and is part of The Chime Group. More information about our clients and services is available at www.corporate-citizenship.com.

Position Summary

- The successful candidate will assist in delivering client projects, business development activities, and marketing Corporate Citizenship. Key responsibilities include:
- Conduct web-based research on corporate responsibility topics and analyze research to identify key findings.
- Develop deliverables based on research.
- Contribute to client and marketing documents, including formatting and proof reading.
- Manage Corporate Citizenship's presence in social media channels, including monitoring content and gathering input from other staff.
- Manage logistics for marketing events (e.g. set up webinars).
- Manage client database.
- General office admin.

Skills and Experience

- Demonstrable knowledge of corporate social responsibility issues.
- Demonstrable knowledge of social media with experience in marketing via social media a plus.
- Superior research and writing skills.
- Excellent communication skills – written, oral, presentation.
- Ability to work in Excel, Word, and PowerPoint.
- Strong organizational skills.
- Ability to work as part of a small team, including being a self-starter.
- Passionate about the positive contribution business can make to society and development.
- Bachelors' degree, preferably with strong course work in corporate responsibility / sustainability, environmental science / studies, marketing, or communications.

To apply, email over a resume and cover letter, highlighting your suitability for the position to Stephanie Caun at Stephanie.caun@corporate-citizenship.com

Term: Full-time (40 hours /week) for 4 months.

Location: New York City and must be eligible to work in the US.

Compensation: Paid internship \$15/hour

No phone calls please. Please note that only successful applicants will be contacted.