

The [World Resources Institute](#) (WRI) is a global research organization that spans [more than 50 countries](#), with offices in Africa, [Brazil](#), [China](#), [Europe](#), [India](#), [Indonesia](#), [Mexico](#), and the [United States](#). Our more than 650 [experts and staff](#) work closely with leaders to turn big ideas into action to sustain our natural resources—the foundation of economic opportunity and human well-being. The WRI Europe office represents the World Resources Institute in Europe. This internship has a unique vantage point at a leading think tank and is an excellent opportunity for someone with a passion for the environment and development, interest in non-profit management and strong attention to detail to contribute meaningfully to advancing our mission. The Intern will provide key research and operational support to the WRI Europe Liaison office, and will be able to take over an assignment within one or more of WRI's core focus areas: food, forests, water, energy, climate, or cities.

Day-to-day responsibilities will include:

- Provide outreach support (50%)
  - Assist with speeches, PowerPoint presentations, and blog drafts
  - Research on topics related to WRI's programs (Food, Climate, Forests, Sustainable Cities, Energy, Water)
  - Other assignments as needed in raising WRI's profile with European governments and agencies, including EU institutions, and other civil society organizations
- Provide operational support (50%)
  - Assist with meetings management and other external communication tasks
  - Lead logistical preparations for conferences, workshops and visits of high level WRI staff to the WRI Europe office, including organizing meetings and travel
  - Coordinate closely with international office staff to strengthen links between WRI Europe and other WRI international offices. These efforts also entail generating inputs for internal WRI communications
  - Other administrative tasks as required

Start Date: 1<sup>st</sup> March 2018

Length: 6 months

Deadline for Application: open end / CV will be reviewed until position is filled

Language requirement: Dutch and English

Interviews: by Skype and/or in person during the 3<sup>rd</sup> week of January.

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