

Vacancies at Future Earth

**The Future Earth Secretariat is seeking a Communications & Event Intern
Montreal, Canada**

Deadline for applications: June 6th, 2017. This position is based in Montreal, Canada.



[Future Earth](#) is a major international research programme for global sustainability. We provide international facilitation and coordination of research around the greatest challenges facing humanity – and engage policy, business and the public in the solutions to these challenges. Our work stretches from climate change and biodiversity, to human health and transformation of societies. We work with many of the world’s leading experts on global Grand Challenges. This international programme was established by the Science and Technology Alliance for Global Sustainability including the following international organisations: UNESCO, UNEP, UNU, WMO, ICSU, ISSC, and the Belmont Forum. The Future Earth Secretariat is distributed across five hubs located in Stockholm, Tokyo, Colorado, Montreal and Paris.

Future Earth is seeking a [Summer Communications & Events Intern](#) support the daily operations of the Future Earth Secretariat, interaction with online communities & hosting of events at the the Future Earth Montreal Hub.

The role

The Communications & Event Intern will work in support of the Montreal Hub. The tasks are in support of:

1. Curation of the Future Earth [Open Network](#) discussions & content
2. Coordination & hosting of events at the Future Earth Hub
3. Coordination with Communication Events volunteer teams
4. Contribution to mapping of external sustainability events, initiatives & opportunities
5. Aiding in reporting from Future Earth events and events attended by Future Earth Montreal community/staff
6. Potential to expand tasks as the role develops.

Main functions and approximate time allotment :

- Communications Support (75% of time)
- Event Support (25% of time)

Qualifications and Key Competencies

- Student or recent graduate in communication (an asset) or any field with an interest in sustainability, communication, information technology, comfortable working with modern cloud based office software.
- Must be detail-oriented & versatile with a strong work ethic.
- Ability to work independently and in collaboration with an international team are essential.
- Excellent spoken and written English is required; excellent spoken and written French is highly desired.
- Ability to communicate across different media platforms.
- Must be available to work outside normal working hours.

Additional information

Stipend: \$900 per month for 20 hours per week

Starting date: As soon as possible in June

Duration: 3 months

Location: Future Earth Global Hub – Montreal, Suite 1020, 1250 Guy Street, H3H 2T4
Montreal, Quebec, Canada

Employer: Future Earth International

Application procedure

Applicants to this position are requested to submit an application [here](#), and how their skills and experience would help them meet the requirements of the role and include the name and contact details of two references. Further information on Future Earth and this position: please contact David Oram at: david.oram@futureearth.org.