

Vacancies at Future Earth

**The Future Earth Secretariat is seeking a Coordination & Information Technology [IT] Intern
Montreal, Canada**

Deadline for applications: June 19th, 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 Coordination & Information Technology [IT] Intern to support the daily operations of the Future Earth Secretariat & interaction with the Future Earth community.

The role

The Coordination & IT Intern will work in support of the Head of Coordination and the Coordination & Advancement Officer in charge of Montreal & International Coordination. The tasks are in support of

1. Coordination of the global hubs and other entities of Future Earth (e.g. regional centres, national committees, Knowledge Action Networks, Governing Council, Advisory Committees, Global Research Projects etc).
2. Review of IT management and decision-making tools to facilitate the efficiency and functioning of the globally distributed Secretariat of Future Earth.
3. Contribute to improving organizational efficiency within Future Earth.
4. Coordination with Summer volunteers.
5. Potential to expand tasks as the role develops.

Main functions and approximate time allotment :

- Coordination support (50% of time)
- Information Technology research, reports & implementation (25% of time)
- Administration Support (25% of time)

Qualifications and Key Competencies

- Student or recent graduate in areas of study related to management, international coordination, information technology, comfortable working with modern cloud based office software.
- Experience in coordination and management duties.
- Must be detail-oriented, versatile with a diligent work ethic and a strong commitment.
- Ability to work independently and in collaboration with an international team are essential.
- Excellent spoken and written English required; excellent spoken and written French is highly desired
- Ability to communicate across different media platforms.
- At times, be available to work outside normal working hours (we are a global organization and sometimes need to be available outside of normal working hours in order to collaborate with colleagues in other time zones).

Additional information

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

Starting date: Mid-July

Duration : 6 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 also 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.