

Internship Opportunity at GRF Davos, Switzerland

Project Management Intern

Global Risk Forum GRF Davos

„From Thoughts to Action“ by closely linking practice, science, policy and decision making in the search for sustainable solutions – this is the motto of the Foundation Global Risk Forum GRF Davos. Through its various activities GRF Davos serves as a centre of knowledge and know-how exchange for the application of contemporary risk management strategies, tools and practical solutions. Thus, GRF Davos aims at reducing vulnerability and increasing resilience for all types of risks and disasters to protect life, property, environment, critical infrastructures and all means of business for the worldwide community on a sustainable basis. The structure of GRF Davos is made up of three pillars:

- International Disaster and Risk Conference IDRC (biennial international conference in Davos)
- Risk Academy (workshops, education & knowledge transfer)
- Platform for Networks (know-how exchange)

For further information and current activities of GRF please visit our homepage: www.grforum.org.

Main Duties & Responsibilities

GRF Davos is offering an internship position for supporting our project development team. You will assist in the manifold tasks that come along with the implementation of running projects and, with writing of project proposals and the management of our online platform for networks (text editing, produce website content, research, platform support, etc.). Depending on your skills and preferences we will assign you to various tasks. Starting date by arrangement, preferably as soon as possible for a period of 3 to 6 months.

Expected Qualifications & Selection Criteria

Motivation

- you want to feel and be part of the pioneering spirit of GRF Davos
- you have or would like to gain experience related to project and conference management and project development

Education

- you hold a master's degree in risk management, civil engineering, environmental economics, geography or a risk-related field

Skills & Knowledge

- you have an excellent written and spoken command in English and at least one other language
- you are fully computer literate, IT versed and are desirably familiar with CMS and HTML
- you are a team player, creative, dynamic, passionate, flexible and open for new ideas
- you have an eye for details, take initiative, think along and work independently

Application Submission Procedure

Interested applicants submit a motivation letter and curriculum vitae with photo to our GRF Personnel Office (jill.portmann@grforum.org).

Explain your motivation and how your experience and background qualifies you for the position in the cover letter. Please indicate your preferred start date and duration of the internship.

The email subject line should read „GRF Business Management Internship Application“. Due to the high number of applications expected, only those applications following these guidelines will be considered.