



GRI seeks an Intern for Report Services

Internship: 40 hrs p/w – 6 months (€ 900,-p/m gross)
Start date: ASAP
Location: Amsterdam, the Netherlands

Internship Summary

GRI is looking to recruit **one intern** interested in sustainability reporting and sustainability data. The main tasks will be to provide administrative support for the maintenance and continued improvement of the GRI Standards Report Registration System. Organizations use this system to inform GRI that they have used the GRI Standards in their sustainability reporting and enables this report to be published on GRI's online report repository.

Other tasks

- Assist in coordinating the processes required for the GRI Standards Report Registration System and any improvement projects
- Support the Report Services team with tasks related to Sustainability Disclosure Database and other related projects e.g. Reports List etc.
- Assist with maintaining GRI's Contact and Relationship Management system
- Assist with different research projects and any ad hoc tasks that may arise
- Support the Report Services team with other administrative tasks

Key competencies/ requirements

- Personal traits such as accuracy, thoroughness and attention to detail are of the greatest importance
- Minimum advanced level fluency in written and spoken English
- Good working knowledge of Microsoft Office software
- Knowledge/interest in sustainability/CSR would be an advantage
- Ability to work in an international and multi-cultural setting
- Results-focused ability to handle multiple tasks and work on precise timelines
- Good team player with a "can do" attitude

About GRI

GRI is an international independent organization that has pioneered corporate sustainability reporting since 1997. GRI helps businesses, governments and other organizations understand and communicate the impact of business on critical sustainability issues such as climate change, human rights, corruption and many others.

With thousands of reporters in over 90 countries, GRI provides the world's most trusted and widely used standards on sustainability reporting, enabling organizations and their stakeholders to make better decisions based on information that matters. GRI is built upon a unique multi-stakeholder principle, which ensures the participation and expertise of diverse stakeholders in the development of its standards. GRI's mission is to empower decision-makers everywhere, through its standards and multi-stakeholder network, to take action towards a more sustainable economy and world.

Contact details

Interested people eligible to work in the Netherlands are asked to submit a detailed CV and a short cover letter that describes how this placement may advance their future intentions and goals in the sustainability field and what their qualifications are for the position. Applications should be submitted in English before **31 May 2019 at 12:00 noon CET** to the HR Department, recruitment@globalreporting.org.

Employment prospects: The GRI internship program is not linked to full time employment opportunities at GRI and the program should be valued by its own merits. Interns should not expect to be offered an employment contract after ending their internship; they are very welcome though to apply for job openings at GRI.