

Intern Position Finance for Biodiversity Foundation

5 July 2023

Are you a motivated and ambitious individual looking to gain practical experience in a dynamic and innovative work environment? Finance for Biodiversity (FfB) Foundation is currently seeking a highly motivated intern to join our team. This is an excellent opportunity to enhance your skills, expand your knowledge on finance and biodiversity, and contribute to our working group meetings, webinars, in-person meeting in Milan, and other activities.

Location: Remote (preferably EU/UK time zone)

Duration: 6 months (or longer)

Start date: Mid-August/September

About the role

In this role, you will support the Finance for Biodiversity (FfB) Secretariat with its daily activities, by supporting and organising the working group meetings that enable collaborative action among its 67 member financial institutions. You will ensure the operational effectiveness of operations by organising meetings, mobilising external speakers, and making minutes, as well as finding and sharing key documents. You will also help to ensure the progress of the collaborative actions developed by the FfB Foundation, by interacting with its members, participating in the development of deliverables, and doing punctual research on sustainable finance and biodiversity and on how to attract more financial institutions to sign the FfB Pledge.

Your key activities

Coordinate working group activities:

- Under the guidance of our Community and Working Group Coordinator, you will help in organising the activities of the working groups and subgroups, i.e. mobilising members, inviting external speakers, making minutes and participating in the development of deliverables;
- Offering support to the FfB Foundation Secretariat to stay up to date with market developments by studying the existing research on sustainable finance and biodiversity topics.

Support the growth and outreach of the FfB Foundation:

- Supporting our growth by conducting a finance sector market study analysis to identify new potential signatories for the FfB Pledge and members of the FfB Foundation, and organising Office Hour webinars;
- Supporting the organisation of events, meetings and webinars organised by the FfB Foundation, by developing agendas, making slides, and preparing debates;
- Supporting the Communications Officer in the preparation of a monthly newsletter.

Qualifications

- Currently pursuing a degree in environmental studies, economics, sustainable finance, or sustainability management, or a related discipline;
- Strong communication skills, both written and verbal;
- Demonstrated proficiency in English;
- Detail-oriented and able to multitask effectively;
- Knowledge of sustainability, biodiversity conservation, and the finance sector is a preference;
- Ability to work independently and collaboratively in a fast-paced, deadline-driven environment.

Joining the Finance for Biodiversity Foundation as an Intern Working Group Coordinator offers a unique opportunity to contribute to the reversing nature loss and the conservation of biodiversity and sustainable finance by effectively supporting the activities of the FfB Foundation. If you are passionate about environmental sustainability, possess excellent organisation skills, and thrive in a dynamic, purpose-driven environment, we encourage you to apply for this position.

Application Process

To apply for this internship opportunity, please submit your resume, a cover letter outlining your motivation for applying, and any relevant portfolio or work samples (if applicable) to info@financeforbiodiversity.org. Please indicate the exact period you would like to have your internship with us.

The application deadline is 25 July.

We will review applications on a rolling basis and contact shortlisted candidates for interviews. Only successful applicants will be notified.

About the Foundation

The Finance for Biodiversity Foundation is a non-profit organisation that supports a call to action and collaboration between 140 financial institutions from 23 countries that signed the [Finance for Biodiversity Pledge](#). We have 67 financial institution members that actively participate in our four [working groups](#) on engagement with companies, public policy advocacy, impact assessment, and target setting on nature.