

CSR Asia Staff Vacancy

2017 Summer Intern

We are seeking to hire two full-time 3-month interns for our office in Hong Kong.

We are looking for committed and enthusiastic individuals for internship positions assisting CSR Asia in on-going projects. This internship will provide insight into what it's like to work in an organisation committed to furthering sustainable development in the region. It will equip you with important project management, research and communication skills, and CSR knowledge.

The role

Our full-time internship opportunity is designed for early-career or career-transition professionals looking to gain experience in corporate sustainability consulting. Interns will contribute to sustainability strategy, program, and communications projects for a variety of clients from diverse industries. This position is focused on providing support to project managers and directors on current CSR consultancy projects. There will also be opportunities to write articles for our newsletter and support in planning the CSR Asia Summit.

The intern will experience project work that includes sustainability strategy, quantitative assessments of environmental data, sustainability reporting and communications, and corporate marketing. The internship will provide experience working in the cutting edge and dynamic corporate sustainability space, opportunity to improve time management skills (i.e., setting appropriate priorities for multiple tasks under particular deadlines), offer a personal performance review at the end of the internship, and if you provide top-notch performance, your supervisor will offer you a letter of recommendation.

Responsibilities & Expectations

- Maintain a high-level of professionalism, agency, punctuality, and a positive attitude
- An overarching project completed in its entirety by the end of the internship period (this project will focus on a corporate sustainability or higher-education sustainability topic that will include quantitative analysis, a writing component, and a presentation)
- Support CSR Asia project managers in sustainability strategy development, quantitative analysis, reporting, sustainability program implementation, and other consulting project work
- Occasionally assist in marketing and sales approaches for consulting services
- Occasionally assist in the development research reports, white papers, marketing materials, blog articles, and other documentation

<p>Job Title: Summer 2017 Intern</p> <p>Location: Hong Kong</p> <p>Submit application to: mara.chiorean@csr-asia.com</p> <p>Applications due: April 21, 2017</p>

Required skills

- A demonstrated interest in, passion for and knowledge of the subject of sustainability
- Excellent written and verbal communication skills (English and preferably Chinese)
- Strong Microsoft Office Skills: Word, PowerPoint and Excel
- An unwavering commitment to quality
- Outstanding judgment and patience that comes with working in a small, dynamic team
- Willingness and ability to multitask, and pitch in where needed
- You should be organised, a self-starter, with attention to detail and capacity to meet deadlines
- You should have some project management or research skills

Required Qualifications

- You must possess or be pursuing a Bachelor or Master Degree at a liberal arts or technical college/university **OR** are a candidate in between careers interested in gaining sustainability consulting experience
- Impeccable interpersonal, communication and self-motivation skills
- Superior writing skills– corporate/journalism/technical writing and editing – and oral presentation skills
- Expertise in the Microsoft Office suite of products

The internship commitment is for a minimum of three months with starting date as soon as possible. The intern applicant should have a permit to work in Hong Kong. Payment arrangements will be made according to the internship notes in the Hong Kong Minimum Wage Ordinance.

If you are interested in the intern position please email your application letter and resume to Mara Chiorean at mara.chiorean@csr-asia.com by April 21, 2017.

Short-listed candidates will be contacted individually. Given high interest in positions at CSR Asia we will not be able to contact each individual applicant if they are unsuccessful.

About CSR Asia

CSR Asia, an [ELEVATE](#) company, is a mission-driven business creating value for clients and partners in Asia by supporting responsible, inclusive and sustainable business. Our services include sustainability strategy and reporting, and development and community investment. We deliver value through our advisory, networks, events and intelligence. CSR Asia has 6 offices globally and staff members have multidisciplinary expertise across sectors and in local markets. Committed to creating positive change, CSR Asia provides access to a knowledge bank of accessible reports and articles as well as events, forums and training.

For more information, visit www.csr-asia.com.