



**Assistant Project Manager – Exhibitors**  
**6 months internship**  
**Start date 01/10/20**

**ChangeNOW**

Launched in September 2017, the ChangeNOW Summit is **the largest positive impact conference in the world** ([www.changenow-summit.com](http://www.changenow-summit.com)).

For its third edition, in January 2020, the ChangeNOW Summit gathered **1000 solutions for the planet, 350 speakers and innovators** on stage and **28.000 participants coming from 100 countries**, under the emblematic glass dome of the **Grand Palais, in Paris**.

**Our mission is to accelerate change towards a sustainable world, by driving resources and creating opportunities for impactful solutions to grow and scale.**

**To accomplish this mission, we create inspiring events and connect solutions, investors, corporations, media, skills, cities all around the planet.**

Based on the 17 UN Sustainable Development Goals, ChangeNOW addresses topics such as sustainable cities and mobility, clean energy, food and water security, depollution of the oceans, education, circular economy, health and well-being, inclusion, biodiversity, etc.

To support our growth, we are looking for a **project manager** to support the teams in charge of the content and corporate relations.

**Why join ChangeNOW?**

Join our team of dreamers and doers, and benefit from a unique opportunity to:

- Be at the center of the vibrant and fast-growing ecosystem of positive impact, and develop your network with high level connections (corporates, thought leaders, investors...)
- Join a dynamic and committed team, and gain experience in an innovative and entrepreneurial environment
- Contribute to building a better world, and work on projects that make sense and have a positive impact on the planet and the society

**Job description**

Overview :

As an assistant project manager in innovators/startups relations, you will work on the solutions selected to exhibit at the ChangeNOW 2021 WorldExpo. You will start by contributing to the monitoring of world-changing innovations and establish first contacts with solutions worldwide. Once confirmed, you will be in direct and frequent contact with the startups and innovators to assist them until D-Day. You also will take care of the logistical and administrative tasks linked to the Expo.

- **Outreach:** Establish first contact with social innovators (startups/SMEs) targeted to expo at ChangeNOW & present them details of the opportunities we can offer.
- **Database monitoring:** Centralize and update our internal databases with follow up information relating to the expo.
- **Relations management:** Directly manage the relationship with exhibitors - ensure they get all information they need and collect/organise content needed to prepare their participation.
- **Commercial and administrative management:** Manage the commercial relationship with exhibitors - Preparation of quotes and invoices, follow up on payments.
- **Logistical support:** Support logistical needs related to the ChangeNOW summit (material options, lunchboxes, plants, specific needs etc)

Practical information :

- Contract : 6 months internship
- Location : based in Paris (11th arrondissement)
- Starting date : beginning of October
- Remuneration : to be discussed

**Requirements:**

- Deep interest in social and environmental innovation
- Fluent in English
- Strong attention to detail
- Autonomous, analytical and creative
- A first experience in a startup, in business development, in partnership management, or in event organization would be appreciated.
- Interpersonal skills
- Teamwork abilities
- Results oriented
- Flexibility

Please, send your resume and short motivation message to [marianne@changenow-summit.com](mailto:marianne@changenow-summit.com) and [rose@changenow-summit.com](mailto:rose@changenow-summit.com)