



**Speakers Coordination Assistant**  
**6-month internship**  
**Starting: end of September / beginning of October 2020**

**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 **1 000 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 opening an **Speakers Coordination Assistant Position (internship)** to work with local and international speakers that have the right profile for ChangeNOW.

**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 a Speakers Coordination Assistant, you will contribute to the success of the event by helping with the coordination of more than 300 speakers expected for our next edition. You will also contribute by suggesting appropriate content according to the selection criteria of ChangeNOW.

You will work under the supervision of the Speakers Curator Lead and within the Content team. You will also work closely with other teams at ChangeNOW.

You will also be asked to participate in the Cities Program (<https://www.changenow-summit.com/cities-2020/>) to identify and invite City and Region representatives to attend.

### **Missions**

- Identifying potential speakers among several sources such as specialized press or other events,
- Keeping up to date the Speakers database with precise and valuable information to facilitate the coordination task,
- Preparing information to be sent to Speakers or others involved,
- Coordinating diverse tasks during the event to contribute to the success of the Speakers program,
- Participating in the preparation of the Cities Program,
- Promote ChangeNOW's positive work environment to those outside the team.

### **Practical information**

- Contract: 6 months internship
- Location: based in Paris (11th arrondissement)
- Starting date: end of September / beginning of October 2020
- Remuneration: according the candidate's profile

### **Requirements:**

- Fluent in English,
- Curious about the environmental and social solutions to build a sustainable world,
- Deep motivation to have a positive impact,
- Good relation skills,
- Rigorous and meticulous, strong attention to details,
- Well organized, respects deadlines, can be trusted,
- Multi-task,
- Autonomous, analytical & creative,
- Team spirit,
- Previous internships or voluntary work done in a startup or event organization would be appreciated,
- Highly motivated to take part in this adventure to change the world!

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