



**CECP**  
**2017 Summit Fellow Internship**  
**Spring 2017 (8 weeks)**  
**New York, New York**

**About CECP: The CEO Force for Good**

CECP is a coalition of CEOs united in the belief that societal improvement is an essential measure of business performance. Founded in 1999 by Paul Newman and other business leaders, CECP has grown to a movement of 150 CEOs of the world's largest companies across all industries. Revenues of engaged companies sum to \$7 trillion annually. A nonprofit organization, CECP offers participating companies one-on-one consultation, networking events, exclusive data, media support, and case studies on corporate engagement. For more information, visit <http://cecp.co>.

**Position Overview:**

CECP is seeking a bright, detail-oriented thinker to join our team as a paid, part-time **2017 Summit Fellow** to help us bring our annual Summit to the next level (see event details [here](#)). Supporting CECP's Corporate Leadership team, the ideal candidate for this position will have a balanced skill-set and a passion for CSR and ideally, event management experience. The 2017 Summit Fellow will support the team's efforts in planning, preparing and executing the 2017 Summit: *Brave Leaders, Bold Moves*, expecting to complete tasks related to volunteer management, materials preparation, developing session packets, and other miscellaneous tasks. Specific tasks will be outlined closer to the event date on a prolonged, and need-by-need basis.

The ideal candidate will have strong research and writing skills, along with the ability to think creatively. The internship is paid, about 8 weeks long, from April through the end of May (exact dates are flexible), with attendance of CECP's marquee Summit event. *Note: hours at the beginning of the internship will average of roughly 10 hours per week and will increase to 25 hours per week in late April through the event.*

**Position Qualifications:**

- Interest in CECP's mission; knowledge of key issues in corporate responsibility preferred
- Ability to work independently and make recommendations to the team as appropriate
- Proficiency in Microsoft Office required
- Ability to communicate with senior executives with poise and professionalism
- Ability to deal with confidential information in a professional manner
- Strong communication abilities including excellent writing skills
- A commitment to excellence, timeliness, and accuracy in all deliverables

**To Apply:**

Please email a single PDF document containing your resume and stating how you heard about this opportunity addressed to Michelle Bostwick at [mbostwick@cecp.co](mailto:mbostwick@cecp.co). Your cover letter should outline how your skills and experience meet the qualifications of the position. Applicants will be reviewed on a rolling basis to ensure the position is filled as soon as possible; the deadline to apply March 20<sup>th</sup>.