

Research Intern

Oakland, California

Summer 2017

Position Overview

Established in 1987, SustainAbility is a think tank and strategic advisory firm that works to catalyze and support business leadership on sustainable development. Through our research and advocacy, we chart new territory and help business leaders and their stakeholders understand and respond to the constantly evolving sustainability agenda. Through our advisory services, we help clients anticipate emerging trends, develop effective strategies and initiatives, and build new partnerships to improve their own performance and support the transition to a more sustainable economy.

We are seeking a talented and motivated Research Intern to be based in our Oakland, CA office and to contribute to the development and execution of a significant research project, as part of our broader focus on integration of sustainability into core business practices.

The Research Intern's **key duties** will be to:

- Perform research and analysis to support and inform SustainAbility's annual [Engaging Stakeholders](#) Research Program; the 2017 program will focus on one of two research topics: setting long-term corporate goals or stakeholder engagement;
- Contribute to development of key insights, frameworks and other substantive elements of the research;
- Provide ad hoc support to SustainAbility's Oakland Team business development efforts and possible support with key client projects that may not related to the ES research.

Primary Responsibilities

The Research Intern's primary responsibilities will be to support SustainAbility's Engaging Stakeholders (ES) program team in developing and executing a significant research project. This research serves both Engaging Stakeholders member companies (e.g., Coca-Cola Enterprises, Nestlé, Novo Nordisk, Starbucks, Johnson & Johnson) and the field at large. The topic of each year's research project is determined, in part, by the Network

itself as SustainAbility hosts members-only meetings at the start of each year to gather feedback on relevant issues and areas of interest. That feedback is then considered alongside the wider applicability to the field at large and ultimately decided upon by SustainAbility's internal Engaging Stakeholders team. This year, SustainAbility and ES Members have narrowed the topics down to two possible areas of research: stakeholder engagement or long-term corporate goal setting. The main task(s) of the Intern will require leading or supporting the research tasks listed below:

- Collect and annotate existing studies and resources on the research topic
- Assess a set of large global companies on a range of indicators (to be determined but may include analyzing metrics used in corporate reporting, reviewing the level of integration of sustainability into corporate investor communications, etc.)
- Synthesize key ideas and findings from the above research
- Provide input to the development of guidance for companies in relation to the key ideas and findings
- Assist with the preparation and communication of research outputs, including webinars, roundtables, workshops, blogs, interim analyses and final project reports/presentations

Key Skills & Competencies

Essential skills and competencies include:

- First- or second-year graduate student in Environmental Science, Economics, Business Administration, Corporate Responsibility, International Development or other relevant field
- Familiarity with the sustainability agenda, as well as comfort diving into topics with little previous exposure or knowledge
- Excellent research and analytical skills, with an attention to detail and the ability to distill large amounts of information into what matters
- Interest in and familiarity with the sustainability and corporate transparency agendas, including knowledge of key actors (e.g. GRI, IIRC, SDGs, etc.) and related current trends
- Commitment to and alignment with SustainAbility's Mission, Vision and Values
- Commitment to working in a small team and ability to demonstrate enthusiasm, energy, self motivation, and creative, collegiate problem-solving
- Proven ability to prioritize multiple tasks and deliver to deadlines
- Excellent English language skills, both verbal and written
- Proficiency with basic productivity software and Google Suite (e.g. Excel, PowerPoint and Word)
- Must be able to work in open spaces, often with frequent interruptions or distractions

Timing and Compensation

This is a full-time, 12-week position based in SustainAbility's Oakland office, ideally spanning the dates of **early June to August, 2017 (specific start and end dates will be confirmed at the time of offer)**. SustainAbility will be providing a stipend for this position, which we believe is commensurate with the skills and experience of graduate level students and competitive for a research / think tank organization.

Interested candidates should apply on [our career website](#) by Friday, April 7th, 2017.

SustainAbility believes that diversity adds value to our business. We hire team members who reflect the rich array of diverse cultures, ideologies, and values that are part of the broad global workforce. SustainAbility does not discriminate on the basis of race, religious beliefs, gender, age, national origin, sexual orientation, citizenship status, marital status, political beliefs/affiliation, disability, or social or cultural background. Furthermore, under Title I of the ADA, SustainAbility protects qualified individuals from employment discrimination, by providing reasonable accommodation to a job or work environment.