Social & Labor Convergence Program: Intern Placement Advertisement

Communications & Stakeholder Engagement Internship

Are you ready to work on a groundbreaking program that has the potential to move the needle in the social and labor landscape in global supply chains? The Social and Labor Convergence Program (SLCP) is actively seeking a dynamic and motivated candidate for the role of Communications & Stakeholder Engagement Intern as part of our ongoing internship program (preferable start January 2020 and 4+months internship).

What is the Social & Labor Convergence Program (SLCP)?

SLCP (www.slconvergence.org) is a multi-stakeholder initiative consisting of leading brands, manufacturers, civil society, audit firms and consultancies in the apparel & footwear sector. Collectively our signatories have developed and begun to implement a Converged Assessment Framework to replace proprietary social audit tools with the aim of reducing audit fatigue and ultimately freeing up resources to improve working conditions. SLCP’s work is driven by a small staff – the Secretariat – who coordinate the collective efforts of the signatories and deliver the day-to-day operations of the program. The Communications & Stakeholder Engagement Intern will support the work of the Secretariat, reporting to the Senior Communications & Stakeholder Engagement Manager.

Why join SLCP as an intern?

If you’re looking for the opportunity to put your studies in marketing or service-delivery into practice in a busy start-up environment, and to develop your understanding and experience of the sustainability sector, an internship at SLCP will be perfect for you! As a small team working to an ambitious Five-Year Strategic Plan, we’re looking for someone who’s willing and able to deliver at pace; to juggle a variety of tasks; and a team-player with the flexibility to shift priorities to meet the needs of the day.

Main Intern tasks:

- **Communications support:** design, editing and coordination of comms materials including flyers, presentations, website (word press) and mailings to promote SLCP to signatories and external stakeholders;
- **Event planning and management:** logistical support for events & meetings including identifying and costing venues and catering options;
- **Administrative support:** delivery of administrative tasks related to keeping our database of 200+ signatories up to date & our finances in order to ensure the smoothest service to our signatories and system users;
- **Stakeholder engagement support:** mailbox management including responding to enquiries from signatories and external stakeholders.

Skills and experience required:

- Confident self-starter with the ability to take initiative and get things done;
- Keen attention to detail with the patience and rigor to carry out tasks accurately and to a high quality;

- Proficient in Microsoft Office (Excel & PowerPoint in particular) with experience managing databases / systems;
- Previous experience in a customer facing role and a strong focus on customer service;
- Flexible nature; willing to support team-mates and to prioritize wider needs of the team;
- Flair for communications, marketing or design is desirable;
- Experience using content management systems (i.e. wordpress) is desirable

Rewards & incentives

- Monthly payment of €400 for four days per week;
- Working in a small, dynamic and globally operating team;
- Learning about management of social conditions in international supply chains (including iconic apparel brands);
- Opportunity to work in Fashion For Good building in heart of Amsterdam, surrounded by dynamic and innovative sustainable fashion initiatives;
- Flexible working including remote working/work from home options;
- Free office lunches available three days a week;
- Possibility of accompanying SLCP team on trip within Europe if the right opportunity arises;
- Potential support/coaching on your school project if applicable.

For more information contact Holly Menezes: hollym@apparelcoalition.org

**SLCP Program Goal and Overall Objective**

![SLCP Program Goal and Overall Objective Diagram]

Contribution to Sustainable Development Goals: