



PAID INTERN DESCRIPTION

Handshake is a client-service company that works with corporations to actively curate their reputation in social impact for humanity while achieving the competitive advantage that innovative partnerships create. We believe that a strong reputation built on strong relationships will lead to greater reach, relevance, & revenue for businesses and create better environments for humanity.

Position Title: Corporate Social Responsibility Research Intern

Date: May 10, 2016

Core Responsibilities:

- Provide research assistance to Co-Founder and Chief Strategy Officer related to Handshake client work around corporate social responsibility
- Provide one page summaries of documents related to client work around issues such as global development policy trends, United Nations Sustainable Development Goals, World Economic Forum Global Challenges, financing sustainable development, global indicators on women and girls, and other global issues
- Provide assistance with client meeting document preparation and scheduling
- Assist with writing of client strategy documents around corporate social responsibility leadership on global development issues
- Research influencers in global development

Qualifications

- Entrepreneurial attitude: a strong desire to be a part of building something
- Strong attention to detail
- Ability to research comprehensively and provide concise, easily digestible summary of research
- Ability to multi-task
- Hard worker
- Interested in global development and the private sector's role in building new opportunities for humanity
- Must be proactive, detail oriented and able to manage time effectively
- Excellent organizational, writing, verbal, and presentation skills
- Able to work independently without close supervision
- Proficiency in Microsoft Office suite, common social media platforms and Word Press
- Experience in project planning and execution a plus
- Experience in working in the private sector, large philanthropic organizations, or major government public sector organization a plus

**Time Commitment**

Internship will start mid-May and continue through August 2016. Strong performance during the summer will result in 1-2 client business trips and exposure to corporate leaders as well as the opportunity to extend the internship through the 2016—2017 school year.

15 hour/week commitment is expected. If interested in more hours/week, can be discussed. Stipend for work will be provided based on final agreement of hours/week committed.

Benefits

- Gain experience in the private sector's work on social impact and global development
- Gain experience in public private partnership strategies for global social impact
- Gain exposure to private and public sector global influencers in the social impact space
- Build your resume and gain valuable references for future professional opportunities;
- Course credit can be provided depending on the requirements of your program
- Access to great network of leaders in global development in New York, Los Angeles, Colorado, Washington, DC, and globally

To Apply

Please send a resume and cover letter to Diana Walker at diana@gohandshake.co.