

**6-MONTH INTERNSHIP:  
EVENT ORGANISATION**  
START DATE: 5 SEPTEMBER 2022  
LOCATION: PARIS, FRANCE

## ABOUT REN21

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date and peer-reviewed facts, figures and analysis of global developments in technology, policies and markets. Our goal: enable decision-makers to make the shift to renewable energy happen – now. [www.ren21.net](http://www.ren21.net)

## POSITION DESCRIPTION

REN21 is looking for an intern to support REN21 in the development and implementation of the 2023 International Renewable Energy Conference (IREC).<sup>1</sup>

The IREC is an international high-level policy event co-hosted with a national government. Leaders from across society meet and discuss policies and experiences. The focus is on building collective know-how to advance renewables at the international, national and sub-national levels.

The IRECs are held biennially; the next one is in Madrid, Spain 20-24 February 2023 and is called SPIREC 2023.

The internship involves working closely with the SPIREC project team to make sure that the conference is a success. The internship is on-site at the REN21 Secretariat in Paris, France.

## MAIN RESPONSIBILITIES

As a member of the SPIREC team, the intern will:

- help identify speakers
- manage the speakers database
- assist with the planning and preparation of SPIREC side events
- support the development of Issue Papers for parallel sessions
- organise weekly team meetings and document discussions decisions
- work on other assignments as needed

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<sup>1</sup> More information about the event series can be found here: <https://www.ren21.net/events/irecs/>

## APPLICANT PROFILE

The ideal intern is a reliable team player who can perform regular duties but is also enterprising and a creative self-starter who can offer up new ideas or content.

The applicant must:

- have skills such as innate curiosity, creativity, solid analytical approach, autonomy and the courage to present ideas
- be organised and able to work in a fast-paced, international environment
- be fluent in Spanish
- be able to travel to Spain to support the conference
- have the legal right to have an internship in France
- be either located in/willing to move to Paris

In addition, we require:

- an academic background in energy/environment, social science, political science, sustainability, communication, journalism or similar (Bachelor's Degree/ "Bac+3" minimum)
- the ability to present material clearly with attention to detail
- excellent written and spoken English and Spanish; other languages are an asset
- Software skills, e.g., the ability to work with Word, Excel and PowerPoint etc.

## WHAT YOU WILL FIND AT REN21

We are a small, dynamic team dedicated to the rapid uptake of renewables. We are based in Paris, work in English and come from around the world. While each team member has a key set of responsibilities, we work collectively to make the shift to renewables happen – now.

Office presence is required during the week with the possibility to switch to home office for up to two days per week over the course of the internship.

Position specifics:

- Full time with 2 vacation days/month in addition to French national holidays
- Stipend: EUR 800 gross/month
- Lunch vouchers covered 50% by REN21 for duration of internship
- Local, Paris public transport covered 100% for duration of internship
- Costs associated with travel to Spain (transport, bed and board) covered

## APPLYING

Please [click here](#) to fill out our online application form. All of your application materials should be in English. When you upload your documents, make sure the files are named according to the following format: Last name\_First name\_CV and Last name\_First name\_Letter.

**Deadline for submissions is 31 July, Midnight CEST.**

Please note that only short-listed candidates will be contacted.