

JOB DESCRIPTION



PROGRAM OFFICER TRAINEESHIP

Location: PARIS and TORONTO

MAY 2019

CONTACT:

recruitment_internship@purprojet.com.

PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level, PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of inseting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, Chanel, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is looking for a highly motivated, creative and socially engaged candidate for a traineeship of 6 months as Programs Officer. Two positions are open: one in Paris office, one in Toronto office.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	Making a contribution to the design, coordination and management of programs on behalf of PUR Projet's new and existing clients; for the purposes of restoring and protecting ecosystem services and supporting sustainable livelihoods of smallholder farmer communities.
INDIVIDUAL RESPONSIBILITIES:	BUSINESS DEVELOPMENT & PROGRAMS MANAGEMENT <ul style="list-style-type: none">- Support programs managers on key initiatives and business development opportunities (strengthen supply chains, social development, environmental or agronomic research), by conducting desk review and analyse data, and by participating in the production of proposals, contracts and budgets.- Support programs managers on the day-to-day follow-up of programs, which includes tracking and reporting with rigour on field activities and budgets- Prepare key deliverables in view of major meetings and steering committees with corporate partners, such as budget reporting, program updates and presentations, and additional proposals. Reporting is done by following standard reporting frameworks and/ or standards used by PUR Projet's corporate partners.
	LIAISON PROJECT TEAM <ul style="list-style-type: none">- Work closely with the project teams and provide them with input on measurable indicators that could be valuable for sustainability programs of PUR Projet's corporate partners

TEAM RESPONSIBILITIES:	EXTERNAL COMMUNICATION <ul style="list-style-type: none"> - Support the development of marketing and communication materials related to PUR Projet's work in general, and with specific reference to clients programs in your scope.
	CULTURE & COMMUNITY <ul style="list-style-type: none"> - Support a healthy, fun and effective work environment as part of the PUR Projet Team; - Participate in internal workshops, seminars & social events to help carry PUR Projet's strong sense of community; & - Demonstrate your individual character, nature and ideology within the company and support others to do the same.
REPORTING:	The successful Candidate will report to a programs management and/or business development team member from the Paris or Toronto office.

QUALIFICATIONS

EDUCATION:	Under graduation or graduated from an international renowned university in Europe, the USA or Asia, in International Development, Political Science , Business Economics, Environmental Engineering, Agriculture or other related fields
HARD SKILLS:	Proficient in the use Microsoft Word, Excel and Powerpoint; social media applications; and comfort with cloud-based data storage applications such as Google Drive. Good writing skills, strong ability to analyze and synthesize findings.
SOFT SKILLS:	We are seeking an individual who takes strong responsibility and accountability for his/her work. An individual who is driven to protect and restore ecosystems and improve livelihoods, self-reliant and comfortable working both autonomously and in a team.
LANGUAGES:	Candidates must be fluent in English. A professional fluency in French, Spanish, Portugese is considered a strong asset for this position.

CONTRACT

We are looking for an individual to work full-time and for a minimum period of 6 months traineeship under a work placement agreement with their school/university. Candidates must have a valid passport and the legal right to work in France and in Canada.

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to recruitment_internship@purprojet.com. with the subject 'PROGRAMS OFFICER TRAINEE – LAST NAME, FIRST NAME'. Please precise the dates of availability and if you apply for Paris or Toronto. It is kindly requested that all submissions are made by May 20th, 2019. All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study.