

Business for Inclusive Growth (B4IG)

Junior Project Manager – Internship

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Business for Inclusive Growth (B4IG), located in Paris, is a global CEO-led coalition of major companies fighting against inequalities of income and opportunity. With the OECD as its strategic partner, B4IG coordinates with governments to scale up business action on inequality. Since 2019, the coalition has been actively addressing inclusive growth across the following areas:

- **Human Rights:** working to develop and mobilize tools related to due diligence, grievance mechanisms, fair recruitment, and supporting suppliers' respect of human rights in their operations.
- **Inclusive Workplaces:** building inclusive & diverse workplaces and ensuring the workforce is well prepared for the rapid changes that the global economy is witnessing.
- **Supply Chains & Ecosystems:** working on inclusive sourcing, living wage measures, and access to essential goods and services.
- **Impact Measurement:** helping companies assess their social outcomes both in their direct operations and supply chains, considering the impact on workers and society.
- **Innovative Business Models:** incubating projects from B4IG member companies to enable the project teams to pilot and scale up inclusive business programs.
- **Financing Inclusive Growth:** developing and implementing a mechanism to channel more funding towards inclusive growth through our Financing Forum.

Main tasks

- Support the B4IG workstreams by working closely with the representatives of member companies and with the OECD directorates (research and analysis on relevant themes, drafting memos, meeting coordination, and liaising between respective B4IG member companies, managing project timelines and deliverables).
- Support the preparation of B4IG meetings (Board meeting, Operational Committee, Sherpa meetings and Workshops).

Academic Background

- Bachelor's degree or equivalent in Business, Economics, Public Administration, International Relations, Sustainability, Sustainable Finance, or other relevant disciplines.
- Currently enrolled in a French or EU higher education institution.

Skills

- Fluency in English.
- Project management and analytical skills with the ability to present information in an insightful manner and push forward new ideas and initiatives as a collaborative team player.
- Very good knowledge of MS Office (Word, Excel, PowerPoint).

Conditions

- **Duration:** 6 months internship
- **Starting date:** February-March 2023
- Must be an EU citizen or hold a relevant French/EU visa or residence permit.

Interested candidates should send a CV and a cover letter by email to contact@b4ig.org.