

Join the NOW team!

NOW is looking for an enthusiastic colleague, passionate about co-creating a Regenerative Economy, to join our team:

Events & Operations Internship for



About NOW Partners:

[NOW Partners, LLC](#) is a global partnership of 100+ senior consultants and business leaders, B Corp owners and B Corp movement co-founders who for decades have empowered the transformation of companies such as Philips, Triodos Bank, Danone and Natura as well as institutions like the U.N.

NOW Partners operates globally and continues to grow quickly. You would join a team of warm hearted, hard-working and highly skilled professionals deeply committed to making the world a better place.

Organization Values:

Pursuing the NOW Partners mission requires a commitment from our team to the following values: International and cultural understanding, celebration of diversity, personal responsibility and integrity, mutual responsibility and respect, compassion and service, a sense of idealism, personal challenge and action orientation. The satisfaction of serving in the high impact NOW team that really makes a difference in the world is high – but so are the demands on time and engagement. Our intention is to develop a long-term collaboration with a person who considers this to be their profession rather than a stepping-stone in their career path.

The Role:

We are a great fit for early career pro-active, problem-solving changemakers. You will play an important role, with the opportunity to engage in high level projects. If you are accurate, service-oriented and eager to learn, this is for you!

Responsibilities and tasks:

Events

- Support events planning & delivery for conferences, retreats & webinars

([examples](#)).

- Support communications between team and event participants including meetings, zoom links, and registrations
- Deliver event feedback surveys and post-event reports

Operations

- Support project management and team coordination. Liaise with team members to support communication and task management.

Community

- Supporting community engagement, communications & content management
- Building & managing digital community platform (TBC)
- Support Communities of Practice as they emerge

Your Profile - Essential Experience:

- Passionate about **communities** (active leader or committee member of a group, club or other community) and/or **event management experience** (online and offline, including multi-day conferences and workshops).
- Professional education, preferably with a completed Bachelors degree. Very motivated candidates with another profile are welcome to apply
- Key systems: MS Office; G Suite; Salesforce; MailChimp
- Skill & qualities: flexible, collaborative and supportive
- A passion for organizing, administrative details and processes. Excellent project management skills. Deliver to a deadline, communicate instantly if an unexpected roadblock appears that might delay work. Ability to anticipate needs and troubleshoot when challenges arise.
- A professional, fluent command of English: reading, writing, speaking.
- Affinity with data analysis and digital tools.
- Utterly resourceful and self-directed. Make suggestions wherever you see opportunity. Work fast and smart.
- Thrive in entrepreneurial collaborative team projects. Service-oriented and ethical. Work remotely and manage your own workload.
- Strong interpersonal skills to work with diverse community members and organizational partners.

Desirable - Extra points for:

- Fluency in additional languages.
- Communications & Content management experience, including social media, newsletters and websites.
- Graphic design & artistic presentation skills.
- Familiarity with databases and automation software.
- Demonstrated interest in system change, sustainability & regeneration.

Hours & Benefits: What's in it for you?

- This position is full time ideally, minimum 3 days per week.
- Compensation will be \$500 a month full time, or prorated accordingly.

- Project duration: 6 months minimum, with potential for ongoing work thereafter. Opportunity to convert to a permanent position.
- Work hours are flexible, and work can be conducted from wherever you like. You will work directly with our operations weaver, based in London/Amsterdam. Our team is diverse and based around the world. We meet virtually weekly to review progress and share feedback, with more frequent 1:1 meetings.
- All team members are self-employed.
- Enjoy learning from and with leading experts in the regenerative economy movement. Witness every win and every lesson learned. Experience the workings of a dynamic, social impact innovation engine. Receive training / mentorship to plan and carry out activities, and develop your career.
- We want you to grow with this project and do the things you love, today and tomorrow. What is your learning goal for next year? What is your dream role in 5 years?

Your application:

You can express your interest by filling out the [application form here](https://forms.gle/if6iBX9B5WuURhii6):
<https://forms.gle/if6iBX9B5WuURhii6>

Please state "Let's get this started!" in your application to be considered.

Contact us today; we are excited to hear from you! Interviews of shortlisted candidates will be held shortly, followed by reference checks, with a view to a start as soon as possible.