



## Job Description

# Development Research Specialist (Intern)

Duration: 3-6 months / Hours per week: 20-25 hours a week

Modality: Remote / Compensation: Ad honorem (unpaid)

The research intern will help the management team to grow the business and create new opportunities and clients. The ideal candidate will always represent the International Green Commerce and Trade Association and its ethos and professional mission.

The International Green Commerce and Trade Association (IGCTA) is a leading organisation integrating sustainability into trade and business.

We seek a candidate who is self-motivated, responsible, determined, focused on the objectives, and willing to learn new tasks. Please send your resume to: [info@igcta.org](mailto:info@igcta.org)

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Direct Reports: This candidate will report to the management team

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- Determine areas of research to increase knowledge of competitors and potential stakeholders and collaborators
- Prepare research for specific clients
- Plan and perform surveys, to collect, record and analyze data
- Interpret data analysis results and draw inferences and conclusions
- Present research results to the board of directors and relevant organizations as required
- Use research results to write reports, papers and reviews and present findings in journals and conferences
- Collaborate with research teams, industry stakeholders and government agencies.
- Generate leads and find prospective customers
- Identify opportunities in target markets as a result of the research
- Analyze business aspects in various departments and seek opportunities for growth
- Market the company to potential clients, partners
- Contribute to creative discussions and decision-making about the business's future

### Person Specification

- All candidates must be current students at a recognized university
- Proactive attitude at all times, and extreme attention to detail
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Encourage other employees and customers to take part in growing the business by showing enthusiasm for your work and maintaining a positive attitude
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to read, understand and speak English (intermediate level)

**Desired:** Ability to read, understand and speak French (intermediate level)