



RESEARCHER ANALYST INTERN

to start September 2018

ABOUT EQUILEAP

Equileap is a non-for-profit organization dedicated to accelerating gender equality in the workplace, improve the position of women and contribute towards a more equitable world for all.

We have offices in London and Amsterdam. Equileap researches publicly listed companies and evaluates their performance based on gender equality criteria.

We research around 3000 companies from the 23 developed economies and evaluate them based on a number of gender equality criteria, which are part of the Environmental, Social and Governance (ESG) criteria. The gender equality criteria we use (Equileap Scorecard), include as gender balance in company boards and senior management, fair and equal remuneration policies, provision of maternity and paternity leave, skills development programmes and safety in the workplace.

We use this research to provide individual [Gender Equality Company Reports](#), the Equileap Gender Equality Global Report and Ranking ([View the 2017 Edition](#)) and the [Equileap Gender Equality Indices](#), which can be licensed for the purpose of investing in companies and portfolios that promote gender equality in the workplace.

ABOUT THE INTERNSHIP

We are seeking motivated undergraduate/ graduate students / graduates to support our research and contribute to making the workplace a more equitable place for women.

The intern can work from his/her campus or home and can have flexible working hours. We are looking for someone who can devote 12-15 hours each week to the internship and deliver specific research every week/month (60 hours a month).

The intern position requires good research skills, creative and critical thinking skills, a strong interest in gender equality, impact investing and ethical investing. Tasks include locating, downloading and recording data and publicly available data sources in a meticulous manner. Familiarity with online research, company reporting, finance and large datasets are desired and knowledge of Excel is essential.

The original length of the internship is 3 months, with a financial support of €1000, but the internship can be ongoing and be extended to up to 12 months.

RESPONSIBILITIES AND TASKS

As an intern, you will utilize open-source research methods to locate data in citations, literature and publications and transfer the data into Excel. This will include reading annual reports, corporate social responsibility (CSR) reports, company websites and other online publications in search of data, as well as potentially contacting companies (through email and telephone) to ask and record data not easily searchable online. You will meticulously keep track of the data collected and the sources of where you collect the data.

EXPERIENCE AND SKILLS

- Presently enrolled in a Bachelors or Masters study
- Knowledge of Excel
- Good research skills

- Comfort with data mining – includes experience accessing online and offline information resources, comfort synthesizing large amounts of information and a passion for a more just and equal world.
- Previous courses in Research, Statistics, Finance, Economics and Women's/Gender Studies is a plus
- Track record in academic excellence
- Ability to work independently, deliver to deadlines, and report back on a regular basis
- Accuracy and thoroughness
- Ability to prioritize, plan work activities and use time efficiently
- Excellent written skills in English, ability to read other languages always a plus

HOW TO APPLY

Interested candidates please send (1) a 1- page cover letter expressing your interest and (2) a max 2- page CV by e- mail to Dr. Elli Siapkidou at info@equileap.org

We promote flexible work arrangements and welcome applications from applicants, regardless of their age, sex, ethnicity, disability, or sexual orientation.

Job title: Research Analyst Intern

Hours: flexible, expected 12-15 hours per week

Contract: Rolling; 3-months which can be extended up to 12 months

Closing date application: Ongoing