

## Interface China Sustainability Fellowship Job Description

As part of their ongoing commitment to sustainability, Interface is launching a new 2-year fellowship in China. Through this unique fellowship program, the applicant will work alongside Collective Responsibility and be responsible for and exposed to a wide array of cross-industry sustainability issues and projects, with the expectation of transferring to full-time employment at Interface China at the end of the fellowship.

### Principal Activities and Responsibilities:

With the primary goal to expose the fellow to a wide-range of corporate sustainability issues, and build their capacity to become an effective Sustainability Manager for one of the leading firms in sustainable practices, the fellow will work with Collective Responsibility through the following functions:

#### Training & Development Support:

- Manage and develop sustainability training materials for China.
- Plan and implement national corporate training programs.
- Lead and develop training impact assessment, reporting, and outcomes.

#### Event Management Support

- Develop and manage marketing collateral and promotional materials for all events.
- Coordinate all media relations and promotional activities for events.
- Plan and coordinate event logistics with project partners.
- Support post-event follow-up activities

#### Communications Support:

- Create, translate, and distribute regular external communications through website, newsletters, and social media.
- Manage qualitative and quantitative feedback mechanisms from event participants.
- Work with project teams to create/improve presentation and report design.

As the fellow grows in operational capacity, they will see elevated levels of responsibility, ownership, and visibility across these functions.

### Candidate Requirements

- Master's degree candidate, or recent graduate, with 2-3 years of previous experience
- Academic or professional background in sustainability, supply chain management, or environmental sciences
- Numerate, with a good understanding of business and the triple bottom line
- Good interpersonal and communication skills, both written and verbal.
- Drive and creativity in finding ways to realize challenging objectives
- Demonstrate flexibility and ability to resolve problems quickly.
- Ability to work both independently and as a member of a team.
- Must be a Chinese National with strong English capabilities
- Overseas work / academic experience highly preferred

## **About Collective Responsibility:**

Founded with the fundamental belief that that a sustainable world can only be achieved through awareness of issues, finding tangibility in business cases, and development of cross-sector collaboration, Collective Responsibility acts as a knowledge base, catalyst and facilitator between stakeholders.

Through consulting, research, training and enabling cross platform discussions, we aim to:

- Create a knowledge base and catalyze discussion of issues related to the development of civil society, business sustainability and social development in Asia.
- Develop tangible interests, engagement and action on issues of sustainability (economic, environmental and societal).
- Build bridges between local and foreign resources to ensure knowledge transfer, program scalability and growth.
- Develop organizational capacity with the aim to help create stable and profitable enterprises.

## **About Interface:**

By definition, we are the world's largest designer and maker of carpet tile. By reputation, we are a company of ideas and courage.

Ray Anderson founded Interface® in 1973 because he believed in the global potential of carpet tile. From mill to management, vision has always been the rule—not the exception.

We stand for design as a way of thinking on an organizational level across all aspects of our business and as an aesthetic credo for our products. We offer a distinct point of view and strive to create ideal spaces to help realize your design visions.

We stand for sustainability. In 1994 we began to change the way we do business, and the result has been transformational. For us, for the industry. We believe that some companies feel a sense of responsibility larger than the products they sell. That for some companies, design has become a calling so central to their mission it is now second nature. On both fronts, Interface is that company.

**Please email a cover letter and resume to [jobs@coresponsibility.com](mailto:jobs@coresponsibility.com).**