



JOB OPENING

Student – Sustainability Certification

4C (Common Code for the Coffee Community) is a sustainability certification scheme for the coffee industry. 4C certification focuses on good agricultural and management practices, including requirements on economic, social and environmental conditions for coffee production and processing in order to establish credible sustainable and transparent supply chains. Independent certification bodies verify compliance with the 4C requirements. 4C was developed in a comprehensive and transparent multi-stakeholder process involving coffee producers, trade and industry as well as various civil society organizations from around the world. The aim of 4C is to move the entire coffee sector towards sustainability. 4C operates in 25 countries and is one of the largest certification systems in the coffee sector.

4C Services GmbH is recruiting a highly motivated student to support our team in the head office in Cologne, Germany. We offer insights into the promising field of sustainability certification at the interface between business, politics and society. The work is remunerated with 11,50 €/hour. The workplace is in a preferred location at Friesenplatz in Cologne with very good public transport connections.

Main functions and responsibilities

- Monitor the certification process flow and provide support and guidance to 4C Units and Certification Bodies regarding procedures, requirements, webforms, templates and related system tools
- Interact and communicate with 4C users to provide support
- Database maintenance
- Support in the preparation of trainings and events in Germany and abroad
- Research tasks
- Any other duties as may be required

Profile & qualifications

- Registered student, preferably related to topics such as: sustainability, economics, environmental and climate protection, agriculture, geography, social science
- Very good verbal and written communication skills in English. Language skills such as Spanish, Vietnamese, Portuguese are of advantage
- Ability to work well in an international team as well as independently
- Pro-active working style and attention to detail
- Customer-oriented and results-oriented approach
- Good knowledge of standard software (MS Office)

If you feel that this job description and the requirements appeal to you and you would like to work with us for at least 10-15 hours a week for at least one year, please send your application documents (cover letter, CV, high school and university diploma, working references) by e-mail to Ms. Myriel Camp (staff@4c-services.org).



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