

Project Support Intern

About us

The International Institute of Refrigeration (IIR) is an intergovernmental organisation dedicated to advancing refrigeration and heat pump technologies and their application for a sustainable future. With the world's most comprehensive knowledge base, peer-reviewed publications and regular international scientific conferences, the IIR drives the dissemination of cutting-edge research and fosters global collaboration across the sector. The IIR connects researchers, industry experts and policymakers to support informed decision-making and turn scientific progress into practical and reliable applications. Founded after the first International Congress of Refrigeration held in 1908, the IIR is a global reference, providing trusted knowledge and data to support the deployment of sustainable, efficient refrigeration technologies essential to food security, healthcare and climate action.

Position Overview

The Project Support Intern will support the Projects Department in the implementation and development of international projects related to sustainable cooling, energy efficiency, climate action and capacity building. The intern will gain practical experience in project management, donor-funded initiatives, stakeholder engagement, the development of communication activities and materials, and international cooperation while working in a multicultural environment.

Position description

Key Responsibilities

The intern will support the Projects Department, such as by assisting with:

- Project implementation and day-to-day coordination of international projects.
- Monitoring project activities, deliverables, milestones and reporting deadlines.
- Preparation of meeting agendas, minutes and follow-up actions.
- Coordination with international partners, experts and project stakeholders.
- Research and analysis on topics related to refrigeration, cooling, energy efficiency, climate policy and sustainable development.
- Preparation of technical and administrative documents, presentations and reports.
- Collection, organisation and analysis of project data and indicators.
- Support in organising workshops, webinars, training sessions and international events.
- Preparation of funding proposals and identification of new funding opportunities.
- Maintenance of project documentation and filing systems.
- Assist the creation and implementation of communications plans for EU and international projects.
- Provide support on creation and distribution of project newsletters via Mailchimp.
- Updating project websites with latest news and content.
- Support the development of visual materials for offline channels (such as flyers, brochures etc.)

- Creation of visual materials for online channels (LinkedIn) using Canva. Materials include images, carousels, videos.
- Track events, publications, and press coverage of project milestones.
- Support drafting fact-sheets, concept notes, press releases linked to EU and international projects.
- Administrative support related to project management and financial monitoring, as required.
- Any other tasks supporting the activities of the Projects Department.

Profile

Required

- Currently enrolled in or recently graduated from a Master's degree (or final year Bachelor's degree) in International Relations, Environmental Sciences, Energy Engineering, Mechanical Engineering, Climate Policy, Sustainable Development, Project Management, Economics or a related field.
- Strong interest in international cooperation and sustainability.
- Interest in refrigeration, cooling technologies, energy efficiency or climate policy.
- Excellent organizational and time-management skills.
- Strong analytical and research abilities.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of an international team.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Familiarity with Zoom and Mailchimp
- Proficiency with Canva; other visual tools desired
- Familiarity with creating and managing social media content (LinkedIn)

Desirable

- Knowledge of EU-funded or international development projects.
- Experience with data analysis or project management tools.
- Familiarity with Horizon Europe, UNEP, UNIDO or other international programmes.
- Prior experience with WordPress
- Prior experience with monitoring digital statistics (via Google Analytics and/or LinkedIn statistics)
- Familiarity with video editing (on CapCut, Adobe Premier Pro, or ClipChamp)
- Prior experience communicating complex technical themes to broader audiences

Desired Competencies

- Proactive and motivated attitude.
- Eye for creativity and out-of-the-box thinking.
- Ability to manage multiple tasks simultaneously.

- Problem-solving mindset.
- Adaptability and willingness to learn.
- Professionalism and intercultural sensitivity.

Languages

- Excellent command of English (written and spoken).
- Knowledge of French is an asset.
- Additional languages are an advantage.

Location and conditions

- Place of work: Institut International du Froid Head Office - 177 bd Malesherbes - 75017 Paris (metros Wagram, Pereire, Pont Cardinet, Villiers).
- Work hours: 35 hours/week, remote work is possible one day per week.
- Paid internship.
- Duration: Minimum of 3 months, longer internships are preferred

Application process and expected start date

- Deadline of application: 23 August 2026
- Interviews will be held during end of August/beginning of September
- Expected start date: Mid/End September

How to apply

Send your CV (max 2 pages) and a cover letter (max 1 page) to m.edl@iifiir.org with the subject line: "Application – Project Support Intern".