



Program Associate Position

The Columbia Center on Sustainable Investment (CCSI), a joint center of Columbia Law School and Columbia Climate School at Columbia University, works to strengthen the sustainable development potential of international investment, and to ensure that international investment is mutually beneficial for investors and the citizens of recipient countries. We develop and disseminate practical approaches to maximize the benefits of international investment for sustainable development—and to minimize its harms—by conducting rigorous research, providing policy analysis and advisory services, offering educational programs, developing tools and resources, and fostering multi-stakeholder dialogue and knowledge-sharing. More details at ccsi.columbia.edu.

CCSI is seeking candidates for the Program Associate position who have recently earned a degree from an undergraduate institution to support a wide range of research, operational, and administrative responsibilities. The center's core areas of research include: [Investment Law & Policy](#); [Extractive Industries](#); [Land, Agriculture & Food Systems](#); [Energy Transition](#); [Climate Change](#); [Human Rights & Investment](#); and [SDG-Aligned Business & Finance](#).

If interested, please view [this link](#) to apply.

Responsibilities

- Conduct substantive qualitative and quantitative research on a broad range of topics for research and technical support projects, publications, meetings, and events.
- Support drafting of various texts and materials alongside the Director and CCSI researchers.
- Plan and oversee the logistics for high-level meetings and events.
- Serve as primary liaison with collaborators and partners on CCSI projects.
- Provide administrative support for research and project management.
- Represent the Center in calls, meetings, and fora with external collaborators and potential partners and sponsors.
- Additional assignments as requested by CCSI research and operational staff.

Minimum Qualifications

- Bachelor's degree required.
- Excellent writing and editing skills.
- Must be able to work with diverse constituencies and support an inclusive work environment.

Preferred Qualifications

- One to two years related experience through internships and coursework.
- Preference given to those in their final academic semester of a bachelor's degree program or those who have graduated in the past year. Some research experience is optimal.
- Accuracy, strong organizational skills and attention to detail required. Excellent communication, interpersonal and writing skills necessary.
- Ability to exercise discretion and handle confidential information essential. Ability to work under pressure on competing responsibilities with resilience, discretion, and diplomacy.
- Capable of working on projects independently as well as working well as part of a team.
- Advanced French or Spanish language skills is a plus.