External Posting
Communications Intern - Content
Job Opportunity in Bonn, Germany
Join ICLEI – Local Governments for Sustainability!

Application Deadline: Until filled

ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The Communications Intern – Content will support the Communications team at the ICLEI World Secretariat in delivering on the strategic and project objectives of ICLEI.

Communications Internship
Content Specialty
The Communications Intern – Content will focus on creating written content for digital platforms and supporting the Content officers on the Comms Team.

The internship will offer a wide range of activities for those interested in the world of urban development and communications. Interns will have firsthand experience of working strategically with technical experts to expand their impact and effectiveness. The objective of the internship is to give you a first-hand impression of the day-to-day working environment of a global NGO and you will get to work with our people and partners. As part of our team, working directly with sustainability professionals and senior management, you will be exposed to global conferences, participate in meetings, and contribute to projects and the organizational goals of ICLEI. Interns should expect to amass a robust portfolio by the end of the internship.

Tasks may include:
- Supporting multi-channel campaigns with written content
- Writing, compiling, editing, coordinating and disseminating news, articles, press releases, social media content and e-newsletters
- Assisting with the production of publications
- Editing, quality control and search engine optimization for ICLEI organizational and project websites
- Media and social media monitoring and management of a journalist database
- General assistance, such as event assistance, translation (if applicable) and team coordination

Main requirements:
- Excellent, near-native command of English (verbal and in writing)
- Enrolled student in a Master course in a relevant subject
- Computer skills: Confident user of all Microsoft Office applications, databases, some web
- Familiarity with databases, web editing experience (WordPress or other CMS) and desktop publishing software (preferably InDesign)

**Terms and conditions:**

The position is available for voluntary internships of three months and for mandatory internships up to six months from 1 February, 2020 or later at the ICLEI World Secretariat in Bonn, Germany. No internship may last shorter than three months.

Remuneration: 880 Euros per month (full time) before taxes and social insurance fees. Working hours: 40 per week (full time), 30 days of paid leave per year (full time). Working language: English.

Non-EU citizens are welcome to apply. Due to legal requirements, applicants must possess or be eligible to obtain the appropriate work permit for Germany prior to the start of the position.

**Application:**

By email to careers.bonn at iclei.org. Please include “Communications Intern - Content” in the subject line and send us:

- A letter of motivation
- Your recent CV (3 pages at most)
- Indication of possible start date