Internship Opportunity

Join ICLEI – Local Governments for Sustainability in Bonn, Germany

ICLEI – Local Governments for Sustainability (ICLEI) 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.

We are offering the following position to support the Circular Development Team.

Intern, Circular Development (mandatory internship)

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Circular Development team. The position is open to eligible and qualified Master students who have to conclude a mandatory internship as part of their studies.

ICLEI has identified Circular Development as one of its five integrated pathways towards sustainable urban development and promotes sustainable urban ecosystems where material loops are closed, and the value of resources is efficiently maximized through recover, reduce, reuse, redesign and regenerate strategies.

Tasks:

• Conduct desk research and support content development of project publications focusing on circular economy interventions in cities;
• Support the development of communication assets such as web content, case studies, blog posts and news articles on circular development at the local government level;
• Support organization of workshops and online events focusing on agenda development and management of speakers.
• Assist new project proposal development.

Requirements:

Main requirements:
• Being enrolled in a relevant subject at a university, such as urban planning, environmental science, sustainable business, public policy, engineering, or similar;
• Excellent command of the English language;
• Strong communication and writing skills;
• Strong analytical skills.

Advantageous:
• Proficiency in additional language(s) is an asset, especially in Finnish and German;
• Academic background in topics related to sustainability, urban design and/or circular economy.

Behavioral competences:
• Absolute team player as well as self-starter.

Terms and conditions
• The position will be available for a period of minimum four months to maximum six months.
• Possible start date: November 2020
• The intern will be supervised by and report to the Circular Development Officer
- Working hours: 40/week, 2.5 days of leave per full month
- Working language: English
- Due to legal requirements, applicants must have or be eligible to obtain an appropriate work permit for Germany prior to the start of the position.

**Application**
Please by email to careers.bonn (at) iclei.org. Please include “Intern – Circular Development Team” in the subject line, and include:

**A brief email introduction containing the following information:**
- Indication of citizenship; if non-EU, whether the applicant is holder of a German work permit that allows working as an intern alongside the studies?
- **Insurance**: Do you have a German health insurance that could also be used for your internship?
- **Funding/scholarship**: Do you benefit from any funding/scholarship for your study? If yes, (1) please name the fund/scholarship and the organization providing it, and (2) does your funding cover the internship period?
- Indication of possible start date
- Indication of envisaged duration of internship (minimum of 4 to maximum of 6 months): according to ICLEI policy and German law these internship positions are possible for a minimum of 3 months to maximum of 6 months (the intent to conduct a six months internship will receive preference)
- For data protection information read our disclaimer and privacy policy on our website.

**Attachments:**
- A short letter of motivation, CV, certificates and/or letters of reference
- A written work or extract addressing topics relevant to urban sustainability of your own written in English
- All documents merged into one PDF file of up to 5 MB size.

**Application deadline: 30 October 2020**

**Equal Opportunity and Employment Policy**
ICLEI World Secretariat’s hiring policy is geared to ensure that the organization hires employees without regard to their gender, race, color, religion, national origin, citizenship, age, marital status, sexual orientation or socio-economic background. ICLEI’s policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Please kindly note, that applications are reviewed continuously upon arrival, therefore submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

ICLEI -Local Governments for Sustainability e.V.
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