

## **COMMUNICATIONS INTERNSHIP**

**Job Opportunity in Bonn, Germany  
Join ICLEI – Local Governments for Sustainability!**

**Application Deadline: 27 January 2021**

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.

To support the work of the Communications team in preparation for various global events happening in 2021, we are offering the following position:

### **Assistant, Communications (mandatory internship)**

The position is open to qualified and eligible students, who have to complete a mandatory internship in relation to their studies.

An internship as Assistant, Communications offers the opportunity to acquire direct practical experience on marketing and communications under the supervision of experienced staff. Internships are offered based on the availability of meaningful assignments as well as the needs and capacity of the team to receive and supervise interns.

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the ICLEI Communications Team. The Communications Team is responsible for strategic global communications that reach a diverse global audience.

In April 2021, the ICLEI World Congress, hosted by the city of Malmö, Sweden, will take place virtually. The ICLEI World Congress is the premier assembly for cities, towns and regions in the ICLEI Network that brings together hundreds of local and subnational governments, international agencies, national governments, donors and other partners from around the world to set the course for globalizing urban sustainability.

In the fall of 2021, it is likely that the second annual Daring Cities forum will take place. This event is a unique event bringing together the boldest local and regional governments from around the world who are taking clear and decisive action to address the climate emergency.

In November 2021, the UNFCCC Climate Conference COP26 will take place in Glasgow, Scotland. ICLEI serves as an official representative of the constituency of local and regional governments and has a significant role in the participation of these entities at the COP.

The aim of this call is to establish a list of candidates for internships covering the period between February 2021 and December 2021.

**Tasks**

The Assistant, Communications will support the work on global communications in mainly one or more of the following working areas:

- Development of communications content for digital marketing campaigns
- Updating website content and additional web copy writing
- Updating and creating Word and PowerPoint documents using branded assets
- Support on digital newsletter publication and distribution
- Desk research, data and image gathering for digital content

All interns are also expected to provide general support tasks to the Communications Team as they arise, including support for community engagement on social channels; organizational newsletter distribution; regular maintenance of websites, such a website inventorying, plug-in updates etc.;

**Requirements****Formal essential requirements:**

- Being enrolled at a university in a relevant subject, such as Communications, Marketing, Sustainable Development, Urban Planning Event Management, Marketing, Business Administration, or International Relations or similar;
- The internship has to be a mandatory part of the studies;
- Duration of the internship is three to six months.

**Professional requirements and behavioral competences:**

- Excellent command of the English language both orally and in writing;
- Confident user of social media platforms and the Microsoft Suite.
- Familiarity with project management tools, web editing experience (e.g. WordPress or other CMS) and/or desktop publishing software (preferably InDesign or Canva) would be considered an asset;
- Positive, flexible and pro-active work attitude;
- Very good communication and writing skills.

**Terms and conditions:**

- The position is available for voluntary internships of three months and for mandatory internships up to six months 1 February 2021 or later. No internship may last shorter than three months.
- Priority will be given to those interns who are located or can relocate to Bonn, Germany. Remote internships may be considered.
- The intern will be supervised by and report to the Senior Officers or Officers on the Communications team.
- Remuneration: 880 Euros per month (full time) before taxes and social insurance fees.
- Workings hours: 40 per week (full time), 2,5 days of leave per full month
- 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@iclei.org](mailto:careers.bonn@iclei.org). Please include **"Assistant, Communications"** in the subject line and include:

- **Letter of motivation**, recent **CV** (Europass format is preferable), merged into one pdf. of up to 5 MB size.
- **Indication of citizenship**; if non-EU, whether applicant is a holder of a work permit for Germany.
- **Insurance**: Proof of German health insurance that could also be used for your internship
- Indication of possible **start date**.
- Indication of envisaged **duration of internship** (minimum of three to maximum of six 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.

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#### **Equal Opportunity and Employment Policy**

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

In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content prior to the interview.

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 e.V. World Secretariat  
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<https://www.iclei.org/en/jobs.html>