



Join ICLEI –Local Governments for Sustainability e.V. in Bonn, Germany

ICLEI – Local Governments for Sustainability is a global network working with more than 2,500 cities, local and regional governments committed to sustainable urban development. Active in 125+ 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 our Climate & Energy Action Team.

Student Assistant, Climate & Energy Action (Werkstudent, m,f,d)

ICLEI's Low Emission Development Pathway is implemented by all ICLEI Offices through a wide range of projects and initiatives. The assistantship will be focused on activities to support Urban-LEDS II, ICLEI's flagship project on implementing low emission and resilient development in 60 cities.

In the view of the current COVID-19 pandemic, this position is also open to the possibility of remotely supervised student assistantship.

Tasks:

- General assistance on Urban-LEDS II project deliverables, including designing visual assets (such as infographics), coordinating with regional offices and support with reporting.
- Assistance with ICLEI's GreenClimateCities Program in particular on design and development of city profiles.
- Assistance with ICLEI's Solutions Gateway, in particular to assist with review of existing solutions and uploading of new solutions.
- Using InDesign and Illustrator to update existing and develop new visual assets (such as infographics).
- Supporting with website updates when needed.

Requirements:

- Being enrolled in a Master's program in a relevant subject, such as urban planning, environmental studies, sustainable business, public policy, or with a background in topics related to low emission development;
- Excellent command of the English language;
- Confident user of InDesign, Illustrator and Microsoft Office applications;
- Strong communication and writing skills;
- Collaborative, proactive and well-structured working style.

Terms and conditions

- Start date: October 4th, 2021
- End date: November 26th, 2021





- The student assistant will be supervised by and report to the Climate & Energy Team Officer
- Working hours: up to 20 h per week
- Working language: English
- Our contracts are based on German law

Application

By email to careers.bonn@iclei.org

Please include "Student Assistant – Climate & Energy Action Team" in the subject line, and include:

- A short letter of motivation, CV, certificates and/or letters of reference
- At least 3 samples of previous visual design work (of any kind)
- Document from your university/vocational training center stating that you are enrolled in a Master's program
- All documents merged into one PDF file of up to 5 MB size.
- Indication of citizenship; if non-EU, whether applicant is holder of a work permit/student visa for Germany
- Please indicate if you would like to pursue a remote employment. In this case please specify if you have access to a laptop and internet access
- For data protection information read our disclaimer and privacy policy on our website.

Application deadline: 24 September 2021

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. We can only contact those applicants shortlisted for this position.

ICLEI -Local Governments for Sustainability e.V.

World Secretariat

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<https://www.iclei.org/en/jobs.html>