Student Assistant Opportunity

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 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. The World Secretariat is based in Bonn, Germany.

ICLEI World Secretariat in Bonn, Germany is offering the following position:

**Student Assistant, Food Program (WerkstudentIn, m,f,d)**

The successful candidate will be a part of the international ICLEI World Secretariat based in Bonn, Germany and will be placed within the **Global Projects team**. The Global Projects team supports, raises funding for, manages, and implements multi-office projects with the aim of profiling ICLEI globally as a hub of expertise. In addition, it explores and develops new, cross-cutting, emerging thematic areas and related fund raising opportunities. Food program is one of the thematic areas that the Global Projects team is managing.

**Tasks:**
- Support the day-to-day implementation of ongoing food systems related project managed by the ICLEI World Secretariat as well as related activities under the supervision of the project manager;
- Conduct desk research and support content development of website and project publications;
- Support the documentation and reporting of the project activities;
- Support the development of project proposals and acquisition activities;
- Support the implementation of online and offline events.

**Requirements:**
- Being enrolled in a Master’s program in a relevant subject, such as food systems management, urban planning, environmental studies, sustainable business, public policy, with a background in topics related to food systems subjects;
- Sound understanding of concepts such as the urban food systems, urban planning, and their application at the local level;
- Excellent command of the English language;
- Strong communication and writing skills;
- Collaborative, proactive and well-structured working style;
- Proficiency in additional language(s) especially French considered an asset
- Be based in/around Bonn, Germany

**Terms and conditions**
- Possible start date: As soon as possible
- The student assistant will be supervised by and report to the Head, Global Projects Team / Principal Support for ICLEI Global Food Program
• Working hours: ca. 10 h per week
• Our contracts are based on German law

Application
By email to careers dot bonn at iclei dot org
Please include “Student Assistant – Food Program” in the subject line, and include:

- Indication of possible start date and indication of envisaged duration of student assistants

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

For data protection information read our disclaimer and privacy policy on our website.

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.

Please note that applications received after the deadline cannot be considered. Applications will be 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. In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

Application deadline: 14 March 2022

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