



## **Student Assistant Opportunity**

### **Join ICLEI –Local Governments for Sustainability in Bonn, Germany**

ICLEI –Local Governments for Sustainability is a global network of more than 1,750 cities, 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

#### **Student Assistant, Circular Development (Werkstudent, 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 Circular Development team.

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:**

- Support daily implementation of the Urban Transition Alliance project under the supervision of the project manager;
- Provide support for the organization of the annual Challenges by the Urban Transition Alliance member cities including assisting in the preparation of webinars and research on the cities' needs;
- Conduct desk research and support content development of project publications;
- Support the development of communication assets such as web content, case studies, blog posts and newsletters on circular development at the local government level;
- Assist new project proposal development.

#### **Requirements:**

- Being enrolled in a Master program of relevant subject at a university, such as urban planning, environmental science, sustainable business, public policy, engineering with a background in topics related to circular economy subjects.
- Excellent command of the English language;
- Strong communication and writing skills;
- Strong analytical skills.
- Proficiency in additional language(s) is an asset, especially German;





### **Terms and conditions**

- Possible start date: Mid-March 2021
- The intern will be supervised by and report to the Circular Development Officer
- Working hours: 16 h per week (2 days)
- Our contracts are based on German law

### **Application**

By email to [careers.bonn \(at\) iclei.org](mailto:careers.bonn@iclei.org)

Please include "Student Assistant –Circular Development Team" in the subject line, and include:

- Indication of possible **start date** and indication of envisaged **duration of student assistantship** (till end of 2021)

- **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.

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

**Application deadline: 26 February 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>