



Job Opportunity in Bonn, Germany

Join ICLEI – Local Governments for Sustainability!

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 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 ICLEI World Secretariat is based in Bonn, Germany.**

The ICLEI Global Events serves key organizational functions for the World Secretariat and the entire global organization, including the organization of key global events. We work in a multicultural, international environment with colleagues and partners around the globe. We seek highly motivated, pro active and experienced candidates for an:

Internship in the ICLEI Global Events Team

This internship is a learning opportunity for enrolled students, who must complete a mandatory internship as a part of their studies.

The candidate will be expected to support the planning and implementation of Daring Cities 2023, the planning of the next ICLEI World Congress and the logistics and operation of the LGMA Multilevel Action Pavilion at COP28.

Main Tasks:

- Support the preparation and execution of both in-person and virtual events
- Support the participation of funded participants incl. assisting with travel booking, accommodation and reimbursements
- Support the team in charge of the program development and speaker management
- Support the maintenance of event websites
- Support the management of the event email accounts
- Support the editing of videos
- Support the management of the app and virtual platform (e.g. updating the content, support with managing the user experience)
- Support the tracking of logistical information for event participants, speakers, partners, and staff
- Support the development of content for, and technical setup of, newsletters and promotional material
- Support the development of content about ICLEI Global Events for social media channels
- Support other tasks and functions of the ICLEI Global Events team as needed

Main Requirements





- Enrolled in a vocational training or university in a relevant subject, such as Event Management, Marketing, Business Administration, Communications, or similar
- Experience with web editing (WordPress preferably) and desktop publishing software (preferably InDesign)
- Experience with management of virtual platforms (Zoom, Whova...)
- Creative, proactive, and reliable in teamwork
- Fluency in written and spoken English
- Confident user of Microsoft Office

Advantageous:

- Experience using MailChimp
- Experience with social media management and events promotion
- Experience working with non-for-profit and/or membership organizations
- Experience working with local and/or regional governments
- Proficiency in other languages is an asset, especially German, Portuguese, or Spanish
- Familiarity with desktop publishing software (preferably InDesign)

Terms and conditions:

- The position is available as of 1 March 2023 at the ICLEI World Secretariat in Bonn, Germany
- The assistant will be supervised by and report to the Global Events Senior Officer
- Remuneration: 1000 Euros per month (full time) before taxes and social insurance fees
Working hours: 40 per week (full time), 2 days of leave per full month
- Working language: English
- International travel may be required
- The contract will be based on German laws

Application:

- By email to [careers \(dot\) bonn \(at\) iclei \(dot\) org](mailto:careers(dot)bonn(at)iclei(dot)org). Please write "Internship, Global Events Team" in the subject line and send us:
 - Relevant documents such as a **letter of motivation**, enrolment certificate, visa/work permit if non-EU citizen (Aufenthaltstitel), proof of mandatory internship (if applicable) and **CV** merged into one single pdf. of up to 5 MB size
 - Indication of the possible start date
 - Indication of **envisaged duration of internship**: minimum three to a maximum of six months (if mandatory). Mandatory internships of six months will receive preference.
- For data protection information, please read our [disclaimer and privacy policy](#) on our website



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.

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 based on their relevant qualifications and competencies.

Application Deadline: 01. April 2023

ICLEI – Local Governments for Sustainability e.V. (World Secretariat)
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn Germany
<https://iclei.org/jobs/>