



**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 more than 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 Knowledge Management & Global Events serves key organizational functions for the World Secretariat and the entire global organization, including global data and knowledge management and 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:

### **Internship - Global Events & Data and Knowledge Management**

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

#### **Current global events that the candidate will be expected to support on:**

**Daring Cities** is a Global Virtual Forum taking place annually, which is designed to empower urban leaders – such as mayors, city councilors, administrators, and urban thought leaders, as well as national government representatives, researchers, technical staff, business leaders, civil society decision-makers and community organizers – to tackle the climate emergency. The 2022 edition of Daring Cities 2022 will feature high-level dialogues to understand why access to finance continues to plague efforts to advance critically needed climate action at all levels of government. In addition, local and regional governments and their partners that have employed innovative solutions to local climate finance will share their learnings and experiences, helping others benefit from their pioneering efforts and hopefully replicate them in their own jurisdictions.

**UNFCCC COP27 in Sharm El Sheikh** has the potential to be recognized as the moment to kick-off the second phase of the Paris Agreement where multilevel action will become the essential element for successful delivery. Under these conditions, ICLEI as the LGMA Focal Point firmly believes the value, importance and the opportunities of convening the Multilevel Action Pavilion at COP27 Blue Zone and thereby is planning to reserve a space at COP27 Blue Zone to host not only sessions, but also bilateral meetings, an office, a networking space and a dedicated zone for African cities and regions.

#### **Main Tasks:**

- Support the management of Daring Cities 2022 and of the Multilevel Action Pavilion at COP27:
  - Support the preparation and execution of the virtual sessions
  - Support the team in charge of the program development and speaker management
  - Support the maintenance of event web pages
  - Support the management of the app and virtual platform management (e.g., updating the content, support with managing the user experience)





- Track logistical information for event participants, speakers, partners, and staff
- Support the content development and technical set up of newsletters and promotional material
- Support the content development for social media channels
  
- Support the management of the event email accounts
- Support the management of webinars and virtual meetings
- Support with the video editing
- Support the logistics and operation of the Multilevel Action Pavilion at COP27
- Support the participation of funded participants incl. assisting with travel booking, accommodation and reimbursements (for the Multilevel Action Pavilion at COP27)
- Support other tasks and functions of the ICLEI Knowledge Management and 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, Urban Planning, European Studies or similar
- Experience with web editing (WordPress preferably) and desktop publishing software (preferably InDesign)
- Experience with management of virtual platforms (Zoom, Whova...)
- Creative and proactive attitude in teamwork
- Fluency in written and spoken English
- Confident user of Microsoft Office

### **Advantageous:**

- Experience with social media management and events promotion
- Experience working with non-for-profit and/or membership organizations
- Experience with events for cities, regions and towns
- Proficiency in other languages is an asset, especially German, French, or Spanish
- Familiarity with desktop publishing software (preferably InDesign)

### **Terms and conditions:**

- The position is available as of 1 September 2022 at the ICLEI World Secretariat in Bonn, Germany.
- The assistant will be supervised by and report to the Global Events Senior Officer
- 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
- 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 include "Internship, Global Events & Data and Knowledge Management" in the subject line and send us:
  - Relevant documents such as 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: <https://iclei.org/en/disclaimer.html>

**Please note that applications received after the deadline cannot be considered.**

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 on the basis of their relevant qualifications and competencies.

## **Application Deadline: 19.August 2022**

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