



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 Communications team is offering the position of

Communications/Graphic Design Internship

The Communications Intern – Graphic Design will focus on creating graphic and visual content and supporting the Content and Visual officers on the Comms Team.

The internship will offer a wide range of activities for those interested in the world of urban development, visual communications and social media. Interns will have firsthand experience of working strategically with technical experts to expand their impact and effectiveness. The objective of the internship is to give you a first-hand impression of the day-to-day working environment of a global NGO and you will get to work with our people and partners.

As part of our team, working directly with sustainability professionals and senior management, you will be exposed to global conferences, participate in meetings, and contribute to projects and the organizational goals of ICLEI. Interns should expect to amass a robust portfolio by the end of the internship.

Tasks may include:

- Supporting multi-channel campaigns with visual assets, such as creating tweetcards, simple infographics and other designed assets.
- Using existing templates in InDesign and Canva to advance digital asset projects
- Supporting on business asset design projects, such as business cards, presentations and memos
- Supporting on brand management of ICLEI organizational brand
- General assistance, such as event assistance and team coordination

Main requirements:

- Excellent command of English
- Enrolled student in a Master course in a relevant subject
- Computer skills:
 - Confident user of InDesign all Microsoft Office applications
 - Additional experience in Adobe Illustrator and Photoshop and Canva a plus
- Photography skills or videography and video editing a plus

Terms and conditions:

- The position is available as of 1 September 2022 at the ICLEI World Secretariat in Bonn, Germany.
- Remuneration: 880 Euros per month (full time) before taxes and social insurance fees Working hours: 40 per week (full time), 2,5 days of leave per full month
- Working language: English
- 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

“Communication_GraphicDesign internship” in the subject line and send us:

- Relevant documents like letter of motivation, CV (Euro pass format preferred), enrollment certificate merged into one pdf. of up to 5 MB size
- Indication of citizenship and/or work permit for Germany
- Indication of possible start date
- 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. Kindly note that 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: 19.August 2022

ICLEI – local governments for sustainability e.V. (World Secretariat)

Careers

Kaiser-Friedrich-Strasse 7

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Germany

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