



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/Content Internship

This internship is a learning opportunity for enrolled Master students before their final graduation. The Communications Intern – Content Specialist will focus on written content and supporting the 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.

The content intern will also support the marketing, communications and advocacy goals of the following events, if they overlap with the duration of the internship:

October 2022: the third **annual Daring Cities forum**. This event is a unique event bringing together the boldest local and regional governments from around the world who are taking clear and decisive action to address the climate emergency.

November 2022: the **UNFCCC Climate Conference COP27**, where ICLEI serves as an official representative of the constituency of local and regional governments and has a significant role in the participation of these entities at the COP

Tasks may include:

- Development of communications content for digital marketing campaigns
- Updating website content and additional web copy writing
- Updating and creating Word and PowerPoint documents using branded assets
- Support on digital newsletter publication and distribution
- Researching and writing blog posts for [CityTalk](#), ICLEI`s blog
- Desk research and data and image gathering for digital content
- General assistance, such as support for community engagement on social channels; newsletter administration and distribution, regular maintenance of websites, such as website inventorying, etc.





Main requirements:

- Excellent command of English
- Enrolled student in a Master course in a relevant subject
- Familiarity with project management tools, web editing experience (e.g. WordPress or other CMS) and/or desktop publishing software (preferably InDesign or Canva) would be considered an asset.
- Very good communication and writing skills.

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 law

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.

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.

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