



## **Communications Internship, Visual/Graphics Specialist**

### **Global Communications Team**

### **ICLEI – Local Governments for Sustainability**

#### ***ICLEI World Secretariat***

#### ***Bonn, Germany***

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 Communications Intern – Visual/Graphics Specialist will support the Global Communications team at the ICLEI World Secretariat in Bonn, Germany in delivering on the strategic and project objectives of ICLEI. They will focus on creating graphic and visual content and supporting the Content and Visual officers on the Comms Team.

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. The internship will offer a wide range of activities for those interested in urban development, visual communications and social media. Interns will have firsthand experience of working strategically with technical experts to expand their impact and effectiveness.

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 Visual/Graphics Specialist intern will also support the marketing, communications and advocacy goals of the following events, if they overlap with the duration of the internship:

June 2024: The fourth 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.

June 2024: ICLEI's Triennial World Congress, bringing together the local and regional leaders who are a part of our network for cities and regions committed to sustainability.

November 2024: The UNFCCC Climate Conference COP29, 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.

The aim of this call is to find multiple candidates for 3–6-month internships covering the period between March 2024 and December 2024.

### **Tasks**

- Supporting multi-channel campaigns with visual assets, such as creating engaging and brand-aligned social media content, 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
- Photography and stock photo management support
- General assistance, such as event assistance and team coordination

### **Main requirements**

- Enrolled student in a Bachelor or Master course in a relevant subject
- Excellent computer skills and a willingness to learn and experiment
- Confident user of InDesign and all Microsoft Office applications
- Additional experience in Adobe Illustrator and Photoshop and Canva a plus
- Photography skills or videography and video editing skills a plus

### **Terms and conditions**

- The position is available for voluntary internships of three months and for mandatory internships up to six months. No internship may be shorter than three months.
- From 15 March 2024 or later
- Remuneration: 1000 Euros per month (full time) before taxes and social insurance fees
- Workings hours: 40 per week (full time)
- 2 days of paid leave per full month (full time)
- 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 write "Communication internship Visual/Graphics Specialist" 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** and **CV** merged into one single pdf. of up to 5 MB size
  - At least three samples of previous visual design work (of any kind) as links or PDFs.
  - Indication of the possible **start date**
  - Indication of **envisaged duration of internship**: a maximum of six months (if mandatory).

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.

**Application Deadline: 22 February 2024,  
applicants will be considered on a rolling basis as well**

ICLEI – Local Governments for Sustainability e.V. (World Secretariat)  
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Germany  
<https://www.iclei.org/en/jobs.html>