



Communications Internship, Web Content

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 zero 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 – Web Content will support the Global Communications team at the ICLEI World Secretariat in Bonn, Germany in delivering on the strategic and project objectives of ICLEI.

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, digital communications and international sustainable development advocacy. 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 web content intern will also support the marketing, communications and advocacy goals of the following events, if they overlap with the duration of the internship:

- Fall-Winter 2024: Daring Cities 2024: The annual convening for local and regional governments tackling the climate emergency will take its key messages into key advocacy events in the fall.
- October 2024: The UN Convention on Biodiversity will hold COP16 in Cali, Colombia, in October.
- 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 a candidate for a 6-month internship, beginning as early as 1 September 2024.

Tasks

The Web Content Intern will support the work on global communications in mainly one or more of the following working areas:

- Development of communications content for digital marketing campaigns
- Updating website content and additional web copy writing (WordPress)
- Support of digital newsletter content and distribution (Mailchimp)
- Researching and writing social media posts, especially for LinkedIn
- Desk research and data and image gathering for digital content
- All interns are also expected to provide general support tasks to the Communications Team as they arise, including support for community engagement on social channels; background



research; regular maintenance of websites, such a website inventorying, plug-in updates etc.

Main requirements

- **Required: Enrolled student in a Bachelor or Master course in a relevant subject**
- Excellent command of English; other languages also a plus.
- Familiarity with project management tools, web editing experience (e.g. WordPress or other CMS) and/or desktop publishing software (preferably InDesign or Canva); and email marketing tools such as Mailchimp.
- Positive, flexible and proactive work attitude
- Very good communication and writing skills

Terms and conditions

- The position is available for mandatory internships of up to six months. Priority is given to applicants seeking a six-month contract. No internship may be shorter than three months.
- Start date from 1 September 2024 or later.
- Our preference is that interns work from our office in Bonn, Germany, at least two days per week. Our experience is that interns get more out of the experience by being in person. Priority will be given to those interns who are in or can relocate to Bonn, Germany.
- The intern will be supervised by and report to the Senior Officers or Officers on the Communications team
- Remuneration: 1000 Euros per month (full time) before taxes and social insurance fees; 2 days of leave per full month
- Workings hours: 40 per week (full time)
- Working language: English
- The contract will be based on German law.
- Non-EU citizens are welcome to apply. Due to legal requirements, applicants must possess or be eligible to obtain the appropriate work permit for Germany prior to the start of the position.

Application

Send your application by email to careers.bonn@iclei.org. Please include "Communications internship, Web Content" in the subject line and send us:

- A letter of motivation, and current CV
- Additionally, employment certificates, if available
- Your place of citizenship; if non-EU, whether applicant is a holder of a work permit for Germany
- Possible start date
- Preferred duration of internship (minimum of three months, maximum of six months; those seeking a six-month internship will receive preference)

For data protection information, please 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: 21 August 2024

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