



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 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 intern will support the Circular Development Team in delivering on project objectives and deliverables.

## **Intern – Circular Development Team (Equity and Social Inclusion)**

The position is open to eligible and qualified Master's students who are available to conduct an internship for a duration of six months between October 2024 and March 2025.

An internship with ICLEI offers the opportunity to acquire direct practical experience on sustainability knowledge under the supervision of experienced staff. Internships are offered depending on the availability of meaningful assignments as well as the needs and capacity of the team to receive and supervise interns. Interns will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Circular Development Team.

### **Tasks may include:**

- Assist with the implementation and further development of the [Malmö Commitment on Inclusive and Equitable Communities](#).
- Support the onboarding of new local and regional governments to the Malmö Commitment, including drafting city/region profiles and co-developing city-specific challenge statements and related indicators to measure progress.
- Support the step by step expansion of the project website, including the development of a content library and news section, and the development of communication assets.
- Support the design and implementation of webinars and peer exchanges for affiliated cities, towns and regions on relevant topics in the field of equitable and people-centered development.
- Support with additional project management, coordination and implementation tasks in the field of circular development and equitable development.

### **Main requirements:**

#### **Formal essential requirements:**

- Being enrolled in a vocational training or university in a relevant subject, such as urban planning, environmental science, public policy, or similar that is related to equity and social inclusion.

#### **Professional requirements and behavioral competencies:**

- Excellent communication skills and command of English. Spanish language skills are a strong asset. Further language skills are welcome.
- Coherent and concise writing skills (case studies, blog posts, etc.).
- Strong organizational skills.
- Confident user of Microsoft Office. Previous website development and content management experience (e.g. WordPress) is a strong asset.
- Positive, flexible, and proactive work attitude.



**Advantageous competencies:**

- Previous (academic and/or professional) experience in the field of equity and social inclusion, sustainable urban development and circular economy.

**Terms and conditions:**

- ICLEI is offering a monthly compensation of EUR 1,000 gross (brutto) for the full-time internship.
- The position is available for six months.
- Possible start date: October 2024.
- The intern will be supervised by ICLEI's Transition Concepts Officer.
- Working hours: 40 p/week, 2 days of leave per full month.
- Working language: English.
- Contract will be based on German law.

**Application:**

Please send your application by email to [careers\\_dot\\_bonn\\_at\\_Iclei\\_dot\\_org](mailto:careers_dot_bonn_at_Iclei_dot_org) listing "Intern – Circular Development Team" in the subject line, and include:

- A short letter of motivation, an up-to-date CV, previous employment certificates, and/or letters of reference (if available), all merged into one PDF file of up to 5 MB size.
- Indication of citizenship; if non-EU, whether applicant is holder of a **work permit** for Germany (i.e. do you have a work permit from the German government that allows you to work as an intern during your studies?).
- **Insurance:** Do you have a German health insurance (including pension insurance number) that could also be used for your internship?
- Indication of possible **start date**.
- **Equipment:** indicate whether you have a laptop and access to the internet when working remotely.
- **Location:** Where are you staying at the moment? This is particularly important to ensure the intern and the supervisor can have a minimum number of in-person meetings at ICLEI premises in Bonn.
- 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.

**Application Deadline: 18 September 2024**

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