

Internship to support the Tandem program

MitOst e.V.

Herzbergstraße 82-84
10365 Berlin

Tel. +49 (0)30 31 51 74 -88

Fax +49 (0)30 31 51 74 -71

www.mitost.org

www.tandemforculture.org

MitOst is a Berlin-based non-profit and non-governmental organization carrying out international projects focusing on citizenship education and cultural exchange in Europe and its neighboring regions. The organization was founded in 1996 and has 1,400 members in 40 countries. International understanding and civic engagement are the basic principles for all MitOst programs as well as for the manifold voluntary projects of its members.

The Cultural Exchange department implements together with a variety of partners the “Tandem – Cultural Managers Exchange program”. This program brings together cultural change makers from Europe and its neighboring regions.

More information on the Tandem program at www.tandemforculture.org

For our Berlin office we are hiring by July 1, 2019 (earliest as possible – latest starting date July 15, 2019)

an Intern (f/m/d) to support the Tandem programme in the areas of programme administration and event management part time (32 hours/week).

This position is available for 6 months (July-December 2019).

The intern is responsible for:

- Administrative support: Travel reimbursements and project accounting
- Event management (in and outside Berlin)

We offer:

A training and mentoring on the job, as well as an inside view into the daily operations of a dynamic and versatile non-profit organization. You will be part of a professional and motivated team working in an enjoyable environment with space for own ideas.

The internship is reasonable compensated depending on the status of the applicant (e.g. mandatory internship, student support, mini job, minimum wage).

Profile for the position:

- Relevant (higher) education (for example in the field of administration, finance, cultural management, social science)

- Relevant office and administrative experience
- Experience with event management
- Affinity for numbers and excel charts
- MS Office, and other relevant programmes
- English communication and writing skills
- German language skills are an advantage
- Excellent communication and organizational skills, independent working attitude and interpersonal skills
- Team player, engagement, flexible working hours (incl. travel)
- Knowledge and structures of MitOst e.V. are an advantage

Application

For your application, please consider following questions:

- What are your relevant experiences so far?
- Which competences will you contribute to the team?
- What is your motivation to join the Tandem team to support with administration and event management?

We look forward to receiving your comprehensive application, incl. CV. **The deadline is 10. June 2019, end of the day.**

We can only consider your application, if send in one pdf (max. 3 MB) per email to [sienknecht\[at\]mitost.org](mailto:sienknecht[at]mitost.org) with subject "MitOst Tandem Internship".

If you have any questions, please contact Anton Sienknecht at the above mentioned email address.

The job interviews are planned for 20.-21. June 2019 in Berlin.