

Call for Applications for Interns (f/m/d) in the MitOst Network of Members and Alumni Department in the Frame of the European Solidarity Corps (ESC)

Geschäftsstelle

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MitOst is a non-profit organisation that encourages activities and implements programmes which foster cultural exchange, active citizenship, social cohesion and sustainable urban and rural development in Europe and its neighbouring regions. With 1,500 members in 45 different countries as well as with various partners we are part of a dynamic European network. We organise international programmes and projects and serve as a platform for new forms of social engagement and projects. More information is available on www.mitost.org.

The MitOst Network of Members and Alumni Department develops formats for and with members, alumni and partners of MitOst to foster cross-group connection, self organisation and generate impact.

Currently, our team is looking for a new German and/or English speaking intern (Russian language skills are a plus) in the frame of the European Solidarity Corps. We want to give you the opportunity to get to know our daily work, develop your interests and improve your competences in a new working environment. You will have the opportunity to actively shape the daily work of an international non-profit organisation, to contribute with your own ideas and to take initiatives for further development in a cross-section of MitOst. We offer an experience in a committed international multilingual team with a lot of dynamism and creativity.

Tasks and Learnings

The intern will mainly be supporting the preparation of the MitOst Camp, a format where the MitOst community collaboratively plans the organisation's strategic development; the BoschAlumniForum, a cross sectorial exchange format on current political and social issues and the International MitOst Festival, the association's largest network event with around 300 international participants.

The Activities Include:

- Support in PR, including website content management, social media management and translations
- Support in event management, including communication with participants, travel cost reimbursement, researching and booking catering and accommodation
- Support in administration, including preparation of financial reporting

Your Profile

- Good command of English; good knowledge of German and/or Russian is an advantage
- Confidence in the use of computer software and internet applications, ideally experience in working with Typo3
- Administrative and organisational competence
- Teamwork, ability to work independently, reliability, commitment

European Voluntary Service (ESC)

The European Solidarity Corps is funded by the EU-Commission and aims to foster solidarity in the European society, engaging young people and organisations in accessible and high-quality solidarity activities. It offers young people opportunities to show solidarity, express their commitment to the benefit of communities and help resolve challenging situations across Europe. At the same time, these young people have the opportunity to develop their skills and get some invaluable human experience in the process. MitOst is hosting organisation for volunteers; each volunteer coming needs a sending organisation from his or her country. Therefore, please check already which organisation could be your sending organisation and get in touch with them. You can also check the database of [sending organisations](#) online.

Internship Period

The duration of the ESC will be up to 6 months long. The exact starting time can be adapted to your availability. Internships can start not earlier than 20 January and end not later than 30 July 2020.

Application

Please send your CV and motivation letter in ONE PDF-Document by **December 9th 2019 midnight (CET)** to Kathrin Oerters at kathrin.oerters@mitost.org.

Please provide us in your application with the following information:

- Your main interests for working in our office in Berlin;
- Your competences / subjects / personal focus that you can contribute with: languages, working fields where you are/were active in, etc.;
- Your previous connection(s) with the MitOst network (if applicable)
- Necessary information for visa application;
- Whether you have already a sending organisation;
- Your preferred starting point; Please apply for an internship period that will give you enough time to prepare your stay in Berlin, including visa application

procedures

Please note that you can only apply if you are under the age of 30 and if you have not done ESC (or European Voluntary Service) already.

Accommodation

We will support you with our contacts and provide you respective financial means in order to find an accommodation on your own. Details can be clarified in advance.

Working Conditions

- Weekly working time: 32h;
- Holidays: 2,5 days for every month;
- The concrete tasks will be settled individually at the beginning of the internship.

Benefits

- Monthly allowance of 775,00 EUR for accommodation, livelihood, monthly tickets, further education (if the accommodation is included the allowance will be less);
- Health insurance;
- Help with visa application;
- Reimbursement of the travel and visa costs;
- Two ESC-seminars provided by the National Agency;
- There might be the possibility to attend language classes.

For any further questions, please do not hesitate to contact Kathrin Oerters (kathrin.oerters@mitost.org)

If this call is too short notice for you to properly plan your internship beware that the the MitOst Network of Members and Alumni Department will in the first half of 2020 launch another call for interns within the frame of the ESC for the second half of 2020.