

Call for Applications for an intern (f/m/d) in the MitOst Network of Members and Alumni Department

Geschäftsstelle

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www.mitost.org

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 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 of the MitOst community to foster cross-group connection, self-organisation and generate impact.

Currently, our team is looking for an intern who wants to become part of our team. The intern will have the opportunity to actively shape the daily work of an international non-profit organisation, to contribute with their 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.

The intern will mainly be supporting the preparation of the online edition of the International MitOst Festival, the association's largest network event.

The Activities Include:

- Support in PR, including website content management, social media management and translations
- Support in (online) event management, including communication with participants
- 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

Duration and Conditions of the Internship

2-3 months starting mid-October 2020.

The internship must be compulsory for your studies. The working hours will be agreed according to the amount of internship hours requested by the University. The internship is supported with a monthly contribution of 750€.

Please note: In response to the ongoing pandemic, MitOst office staff is working from home until further notice. The office can only be used in rotation on a few days a week. We attempt, however, to allow for the intern to work from the office together with members of the team. But, working from home might become a mandatory part that complements the work from the MitOst office and, if necessary, can also affect the entire duration of the intern period.

Application

Please send the application with CV, short motivation letter (1 page each maximum, no further attachments) and indication of availability by e-mail until 7 October 2020 to [info\(at\)mitost.org](mailto:info(at)mitost.org). We are looking forward to applications. If you have any questions, do not hesitate to contact us.