

> Call for applications for interns: Theodor-Heuss-Kolleg coordination office & MitOst in frame of the European Voluntary Service (EVS)

Ein Programm der
Robert Bosch Stiftung
und des MitOst e.V.

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Berlin, 06.04.2018

Dear members, alumni, mentors, coordinators and facilitators,

MitOst is looking for interns to support our work at *Theodor-Heuss-Kolleg* and in the *Network of Members and Alumni team* from September 1st 2018 on. MitOst fosters active citizenship, cooperation and intercultural understanding in Europe and its neighbor regions. Our office is based in Berlin. We currently have 45 employees.

We offer you 2 alternatives for an internship for:

Internship of 6 or 12 months at Theodor-Heuss-Kolleg

Your tasks & learnings

You will support our team of 12 persons. Your main tasks are

- > to organize seminars and events (including visa and travel booking),
- > communicate with participants, program coordinators and facilitators,
- > financial reporting and administrative work (data bank administration)
- > and translation.

You will

- > get an insight in an international NGO and its events,
- > learn about office-, project- and event management,
- > broaden your international network
- > improve your language skills in English and German.

Your profile

You

- > are under 30 when you start your internship and haven't done an EVS yet
- > are able to communicate in English well; German or Russian are of advantage
- > are familiar with office programs (word, excel, outlook)
- > know THK network
- > are open to work in a team and flexible
- > are ready to work 40hrs/week at our office and during international events

Internship of 6 or 12 months at the Network of Members and Alumni Team

Your tasks & learnings

You will support an international team of 4 persons. Your main tasks include

- > supporting in organizing events such as the International MitOst Festival, MitOst Camp, BoschAlumniForum, and CitizensLab Network Meeting (including visa and travel booking),
- > communication with participants,
- > financial reporting and administrative work,
- > supporting in PR, including website content management and translations.

You will

- > get an insight in an international NGO and its events,
- > learn about office-, project- and event management,
- > broaden your international network and learn about network management
- > improve your language skills in our main working languages (German, English and Russian).

Your profile

You

- > are under 30 when you start your internship and haven't done an EVS yet
- > are able to communicate in English well; German or Russian are of advantage
- > are familiar with office programs (word, excel, outlook), type 3 of advantage
- > are open to work in a team and flexible
- > are ready to work 40hrs/week at our office and during international events

European Voluntary Service (EVS)

The European Voluntary Service is funded by the EU Commission in the frame of Erasmus+. MitOst is hosting organization for Volunteers; each incoming volunteer needs a sending organization from his or her country. Therefore, please check already which organization could be your sending organization and get in touch with them. You can also check the database of [sending organizations](#) online.

Internship period

The EVS can be either 6 months or 12 months, depending on your preferences:

- 1) From September 1st 2018 until February 28th 2019 OR
from February 15th 2019 to August 15th 2019
- 2) from September 15th 2018 to August 31st 2019

Application

Please send your motivation letter (max. 1 page), your CV (max. 2 pages) and **a reference by a person who know THK/MitOst well (max. ½ page)** in ONE PDF-Document **April 19th 2018 23:59 CEST** to Kristine at Kristine.Lomako@mitost.org.

Please provide the following information in your application:

- > Your main interests for working in our office in Berlin incl. your preference to work at THK, Members & Alumni or any of them;
- > Your competences / subjects / personal focus that you can contribute: languages, working fields where you are/were active in;
- > Details about your activities in Theodor-Heuss-Kolleg/MitOst and outside;
- > Necessary information for visa application;
- > The name and contact details of your sending organization (needs to be from your country and have an EVS accreditation, see [sending organizations](#));
- > Whether you want to come for 6 or for 12 months; if you want to come for 6 months, which time slot you prefer
- > **A reference by a person who knows THK/MitOst well (coordinator, facilitator, staff etc.) about your qualification and working style**

The application can be also submitted in an alternative form: Videos, paintings, essays are also welcome, if they answer above mentioned questions.

Please note that you can only apply if you are under the age of 30 and if you haven't done EVS already.

Accommodation

We will either provide you with an accommodation or provide you respective financial means in order to find an accommodation on your own in Berlin. Details can be clarified in advance after the application process.

Working conditions

- > Start of work: until 09:30 am;
- > Weekly working time: 40h;
- > Holidays: 2,5 days for every month;

The concrete tasks will be settled individually in the beginning of the internship.

Benefits

- > Monthly allowance of 735,00 EUR for accommodation, livelihood, monthly tickets, further education (if the accommodation is included the allowance will be reduced);
- > Health insurance;
- > Support with visa application & Reimbursement of the travel and visa costs;
- > Participation in two EVS-seminars provided by the National Agency;

> Attend German language classes.

For any further questions please don't hesitate to contact Kristine at
Kristine.Lomako@mitost.org

We are looking forward to your applications!

Monica, Kristine and Kathrin