

The BMW Foundation Herbert Quandt  
is looking for an

## Events Intern, Berlin

The BMW Foundation Herbert Quandt promotes responsible leadership and inspires leaders worldwide to work towards a peaceful, just, and sustainable future. Through its leadership programs, it inspires leaders across communities, cultures, and countries and connects them through its global Responsible Leaders Network that drives positive change. It uses and promotes impact investing and venture philanthropy as effective tools for social change. Through its activities, the BMW Foundation Herbert Quandt aims to advance the Sustainable Development Goals of the United Nations 2030 Agenda.

We are looking for an Events Intern for our Berlin office, starting on April 1, 2019.

### **Your Responsibilities**

- You support the team in the detailed preparation and execution of different event types.
- You independently organize and execute events in our Berlin office.
- You correspond with external service providers and request/negotiate quotes from suppliers.
- You support the team with research on current events in Germany and abroad.
- You draft and design presentations.

### **Your Profile**

- You are a student or trainee.
- You have good organizational skills and enjoy designing events.
- You work independently, but you are also a good team player, open-minded, and creative.
- You are able to communicate effectively in German and in English, both verbally and in writing.
- You have good social media and MS-Office skills. Database and web-based project management software experiences would be an advantage.
- You have great social skills when dealing with our partners and guests.
- You are a good researcher and have very good communication skills.
- You are interested in political and economic topics.

## What We Offer

- A challenging and multifaceted internship in an agile project team with lots of individual responsibility at a globally active corporate foundation.
- A friendly working atmosphere in a highly motivated and dynamic team.
- A paid internship (full-time); preference will be given to interns who have to complete a required internship.
- Beginning of internship: April 1, 2019.
- Duration of internship: 5-6 months minimum.
- An office in the political heart of Berlin.

Please send your complete application to Katharina Schlabitx ([katharina.schlabitx@bmw-foundation.org](mailto:katharina.schlabitx@bmw-foundation.org)) no later than January 15, 2019.

For more information about the BMW Foundation and its activities, please visit <http://bmw-foundation.org/de/>