

BMW Foundation Herbert Quandt
Job Offer

Intern in the Program area, with a focus on Latin America (full time, based in 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 a full-time intern for our international leadership formats and regional activities in Latin America, based in our Berlin office, starting on June 1, 2019.

Your Responsibilities

- You assist the team in researching topics and working conceptually.
- You autonomously handle the invitation and participation management.
- You assist the team in managing events, especially when it comes to communicating with partners and conference participants.
- You prepare event materials and/or create an event app.
- You work with our database and create presentations for internal use.

Your Profile

- You are a bachelor's or master's student in the humanities and social sciences.
- You are interested in issues and practical projects in the field of international relations, preferably with a focus on Latin America.
- You are able to communicate effectively in German, English and Spanish, both verbally and in writing; additional languages (e.g., Portuguese) would be an advantage.
- You have good MS-Office skills; database experiences would be an advantage.
- You have good social skills in dealing with our partners and guests.
- You work autonomously but also as part of a team; you are open-minded and creative.

What We Offer

- A challenging and multifaceted internship in an agile project team with lots of creative leeway in a globally active corporate foundation.
- A friendly working climate 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: June 1, 2019.
- Duration of internship: 6 months minimum.
- An office in the political heart of Berlin.

Please send your complete application to Ilsabe von Campenhausen via hr-bfhq@bmw-foundation.org no later than April 30, 2019.

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