

Communicate, Create, Coordinate: Internship at PATRIP Foundation

Start: 2021/2022

The [PATRIP Foundation](#) is a charitable, non-profit-making institution, set up by the German state-owned KfW Development Bank on behalf of the German Federal Foreign Office in 2011. The PATRIP Foundation's overall goal is to contribute to more stability in fragile countries, where we work together with trusted national/international NGO partners to support border communities facing challenges of isolation, violence, and poverty. We currently work in Pakistan, Afghanistan and Tajikistan (PAT region) and countries in West Africa (WA region).

The PATRIP Foundation is currently looking for a

full-time Intern (m/w/d)

to support our team in Frankfurt am Main in Germany.
The internship is a paid position.

The intern will support the organisation of hybrid/digital events, and will be responsible for the Foundation's PR (website, communication) and social media. We are looking for a self-starting candidate with excellent writing and communication skills, who identifies with PATRIP's work, is excited to contribute new ideas, has an affinity for social media and digital tools, and confidently engages with various stakeholders.

Tasks and responsibilities:

- Support the PATRIP Team in organising hybrid/digital events
 - Logistical and organisational assistance, communication with participants, speakers, and tech/event support
 - Outreach and PR surrounding events
- Be the focal point for PR-related questions and requests from donors and stakeholders
- Organise and gather PR-relevant material from PATRIP's NGO-partners
- Manage the PATRIP Website. This includes:
 - Writing and editing articles and news posts
 - (Re-)structuring website content
- Manage the PATRIP Twitter Account. This includes:
 - Tweet relevant content on regular basis
 - Develop new ideas for better outreach
- Assist the PATRIP Team with other relevant tasks

Requested qualifications:

- Currently enrolled in or recently completed BA or MA programme with a focus on (alternatively) social sciences, media, event management, humanitarian and/or development interventions, development economics
- Excellent written/spoken communication skills in English and German. French is an asset

- Intercultural competence and sensitivity
- Good online research skills and ability to quickly grasp new concepts
- First experience (incl. volunteering) with organisation of conferences, workshops, digital events and/or similar
- Affinity to social media and digital tools, experience with WordPress is a strong asset
- First experience or training in writing (EN/GER) for public readership is an asset

What we offer:

- An opportunity to develop several skill sets and build your CV in a meaningful way. Clear goals are set at the beginning of the internship
- Be part of a small and dynamic team
- Fair working conditions
- Your own ideas are welcome and encouraged

Expected start and end date:

Internships last between 4 and 6 months. Recruitment ongoing. Early entry preferred.

How to Apply:

If you are interested in this position, we are looking forward to the following documents:

- Letter of Motivation (please see further instructions below)
- CV (max. 2 pages)
- Diploma of your highest educational degree (Abitur/A-level equival., BA, MA)
- Supporting references (academic and/or related to (voluntary) work experience)

Your letter of motivation should state your possible **starting date**. Moreover, it should answer the following questions:

- What are your future career aspirations and how does this internship relate to them?
- What do you expect from an internship at the PATRIP Foundation?

Please send the required documents via email:

To: alexander.bohr@patrip.org

CC: magdalenamales@patrip.org

Interviews will be conducted on a rolling basis. Shortlisted candidates will be invited to an interview via video conference.