

Communications intern (m/f/d)

Cologne or remote | Starting 29th November | Internship

Who we are

ZOE, the Institute for Future-Fit Economies, is an independent think & do tank based in Cologne founded in 2017. We are dedicated to policy-oriented research and evidence-driven advocacy for a future-fit economy. At the interface of politics, research and civil society in the EU, we develop impulses for an economy that enables people to live well within planetary boundaries.

What we offer

We are a small team that attaches great importance to an appreciative atmosphere and good communication. Further we offer:

- **A motivating working environment** in a small think & do tank that has made it to the top of EU politics in a short space of time
- **A strategic, agile, value and purpose oriented** working style
- Free choice of working time and place, supporting a healthy work-life-balance
- A dynamic organization, that is in the **exciting phase of scaling up its activities**

The Communications intern will support content production and the coordination of ZOE's various communication channels. This work includes the following tasks:

- **Management of the different social media platforms** (Twitter and LinkedIn) and explore the need for more (Tik Tok/YouTube/SlideShare/Flickr)
- Preparation of **written and digital materials** for social media and website
- **Website content management:** preparing content, posting website content (report, publications, events); support in the maintenance of the website
- **Support with the improvement of the website structure** and content elements and consistency between EN and DE versions
- **Support in quality check of content**, including layout, proof-reading and coordination with external provider or partner
- **Support in developing a newsletter** for an external audience
- Support in the organisation of **events** (physical or online)
- Consolidation of events process and master-lists follow up
- Organization of the different **contracts with ZOE's suppliers and subscriptions**

Who we are looking for

We are looking for people that share our core principles: Value orientation, sustainability, agility, self-responsibility and flat hierarchies. Your profile would include the following skills, background and knowledge:

- **Background in communications, translation, languages, journalism, EU Affairs/International relations**
- **Excellent writing and communication skills**, fluency in **English**, professional proficiency in **German** and at least one other EU language
- Good organisational skills and eye for detail
- **Pro-active and responsive** with ability to quickly understand tasks and situations
- **Experience in updating social media profiles** (LinkedIn, Twitter, YouTube) and website management
- **Strong research skills**, knowledge of how to find information quickly and efficiently and ideally familiar with the EU document registers, media and monitoring sites
- Interest in new economic thinking, Sustainability, Circular Economy, etc.

Furthermore, the following skills would be an asset:

- Experience with Mailchimp, Canva, Wordpress and Django
- Design and visual presentation skills
- Previous experience or knowledge of EU policy and decision-making process

Conditions

We are looking for a full-time intern, whereby working hours can be arranged flexibly. The position will start on November 29. There is the possibility for an internship with regular presence in Cologne as well as a fully remote internship. Presence in either Cologne or working from Brussels would be encouraged. The intern will receive a monthly allowance.

Diversity

We believe that our society's behaviour disproportionately hurts the most marginalized people – including people of colour, people from working class backgrounds, people with disabilities, women and LGBTIQ people. We are committed to challenge this through our work for socially just development and by creating a diverse workplace at our organisation. Hence, we strongly encourage applications from people who are members of marginalized communities.

Application procedure

We are accepting applications on a rolling basis until **November 17th**. Please send your CV (max 2 pages), a short motivation letter and a work sample (for example a social media or blog post, power point slides, publication or anything similar) to applications@zoe-institut.de. Please do **not attach a photo** to your application. **Please state “Communications intern” in the subject line.** If we consider your application to be suitable, we will get back to you as soon as possible with dates for an online interview. In case of any questions please contact Coline Lavorel: coline.lavorel@zoe-institut.de.