

## Beyond GDP intern (m/f/d)

### Cologne or remote | Starting October 1st | 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 organisation, that is in the exciting phase of scaling up its activities

The Beyond GDP intern will support content production and the coordination of ZOE's Beyond GDP team. This work includes the following tasks:

- Background research on Beyond GDP, Growth Independence, and other sustainable economic development related topics
- Preparation of presentations and key documents
- Preparing briefings for key stakeholder meetings
- Organisational tasks including project management and planning
- Co-organisation of policy workshops and other events
- Monitoring of current economic policy events and debates
- Support in quality check of content, including layout, proof-reading and coordination with external providers or partners
- Participate and monitor key online events related to the strategic priorities
- Support in the organisation of events (physical or online)

#### Whom 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 EU Affairs, International relations, political science, social science or equivalent
- Excellent writing and communication skills, fluency in English, professional proficiency in German
- Good organisational skills and eye for detail
- Pro-active and responsive with ability to quickly understand tasks and situations
- Strong research skills, knowledge of how to find information quickly and efficiently and ideally familiar with the EU processes
- Interest in new economic thinking, Sustainability, Circular Economy, etc.

Furthermore, the following skills would be an asset:

- Previous experience or knowledge of EU policy and decision-making process
- Previous experience working in a think and do tank or with academic institutions

## Conditions

We are looking for a full-time intern, whereby working hours can be arranged flexibly. The position will start on October 3<sup>rd</sup>. There is the possibility for an internship with regular presence in Cologne as well as a fully remote internship. **Our internships can currently only be offered to individuals based in Germany.** The intern will receive a monthly allowance.

## Diversity

We believe that our society's behaviour disproportionately hurts the most marginalised 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 marginalised communities.

## Application procedure

We are accepting applications on a rolling basis. Please send your CV (max 2 pages), a short motivation letter and a work sample (for example a text written at university, power point slides, publications or anything similar) to [applications@zoe-institut.de](mailto:applications@zoe-institut.de). Please do **not attach a photo** to your application. **Please state “Beyond GDP 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 content related questions please contact Zoe Elsner: [zoe.elsner@zoe-institut.de](mailto:zoe.elsner@zoe-institut.de)