

Interns at Humanity in Action Germany will assist in the preparation of the 2024 Berlin Fellowship. The Fellowship program brings together a group of young adults from Europe and the U.S. committed to human rights and social justice. In 2024, our Berlin Fellowship will focus on Populism, Nationalism, and the New Right in Germany's historical context while exploring possibilities for resistance and solidarity. More information about the 2024 Berlin Fellowship can be found [here](#). The winter intern will focus on administrative and organizational tasks related to the application process, including data entry and communication. The spring intern will assist with the planning and implementation of the program.

Responsibilities

- Assist in daily operations of HIA, including external communication and administration.
- Liaise with speakers, participants, suppliers, and other stakeholders.
- Contribute to expanding HIA's reach via social media content creation and website maintenance.
- Support the Office Manager and Program Manager in tracking monetary expenses.
- Winter: Assist in organizational aspects of the application process, including data entry and communication with applicants.
- Spring: Assist in development and implementation of programs and events for the summer Action Academy; prepare program evaluation forms and assist with impact measurement and reporting.
- Other duties as assigned.

Qualifications

- Interest and commitment to the mission and values of Humanity in Action.
- Strong intercultural communication skills suitable for working with individuals from around the world.
- Ability to carry out responsibilities independently while functioning as part of a team.
- Apt at setting, meeting, and reprioritizing deadlines; willingness to take on work outside scope of duties when necessary.
- Comfortable creating and navigating spreadsheets, including tracking monetary expenses and data entry of participant information.
- Proficient with Canva, Mailchimp, WordPress, and Asana.
- Comfortable working in English and German. German language skills are desirable for the Winter internship and a requirement for the Spring internship.

Logistics

Depending on hours per week, there will be a small monthly stipend available for this internship, details of which can be discussed during the interview process.

Duration: three months

- Winter: February – April
- Spring: April – June

If interested, please send a CV/resume (without photo) and cover letter including your preferred internship (winter or spring) and conflicts with the internship dates to k.nichols@humanityinaction.org. Applicants will be contacted in early January.