

Communication and Fundraising Intern

Location: Berlin, Germany

Starting date: September 2020

[Accountable Now](https://www.accountablenow.org) is a global platform that supports civil society organisations (CSOs) to be transparent, responsive to stakeholders and focused on delivering impact. We are a membership network with 26 members such as Amnesty International, CARE, Greenpeace, Oxfam and Transparency International.

Together we develop and implement cutting edge accountability practices to strengthen our member's and other CSOs' relationships with communities, partners, activists, staff or donors to deliver better impact. To this end, we devise new concepts, run webinars, workshops and peer advice groups.

Accountable Now is offering an internship for 6 months in the Secretariat office in Berlin.

Learnings and Tasks:

You will gain in-depth insights into the fields of fundraising and communication in International Civil Society Organisations by following the everyday work of the team. You will learn how to use social media in a strategic way, how to approach donors, how to use appealing communication formats to attract external audiences, and more! You will coordinate and promote the communications strategy and be responsible for social media activities and content in order to spread our message and reach new audiences. Moreover, it will be your task to update information on the website and help create content.

You will mainly work with the Communications Coordinator but you will also have opportunities to get to know and engage in other areas of our work.

Requirements:

- Enrolment in an ongoing study programme (*Immatrikulationsbescheinigung*)
- Your university programme **must** require you to take part in an internship (*Pflichtpraktikum*)



Accountable Now

GLOBAL STANDARDS LOCAL TRUST

- Studies in a relevant field, such as Communications/Marketing or Political Science/International Relations
- Excellent and creative communication skills
- Excellent digital skills (MS Office, social media platforms and tools, website management tools, Adobe design programmes)
- Interest in the civil society sector and familiarity with key concepts in the sector
- Self-motivated, proactive and innovative thinking with the ability to work independently
- Diligent, reliable and focused way of working with a strong attention to detail
- Work well in a team and independently
- Fluent in English, both written and spoken. Other languages are an asset.
- Proactively research and prepare for a visa or residency permit application in Germany, if needed

Offer:

- A 6-month internship and a thorough insight into the management and programme development of an international non-profit organisation
- Insights into the civil society sector
- The opportunity to be part of a young, international, dynamic and ambitious organisation with enthusiastic colleagues

Working hours:

- 40 hrs per week, negotiable
- Holidays, depending on working days, based on 30 holidays per year

Compensation:

€ 450 per month for a full-time internship

Deadline to apply:

All applications, consisting of a cover letter and CV, must be submitted by 3 August 2020 to bkeeley@accountablenow.org. Interviews will take place online in August.

Equal opportunity and our values

Accountable Now is committed to ensuring a fair and equal recruitment process, and we seek to recruit staff from all sectors of the community. All applicants will be treated equally, regardless of gender, sexual orientation, social status, race, ethnic origin, religious belief, age, disability, or any other factor that cannot be shown to be relevant to performance.

Accountable Now and its staff operate in line with the following organisational values:

- **Openness:** We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organisation.
- **Horizontality:** We practice a culture of horizontal hierarchies and responsive decision making internally and externally.
- **Respect:** We are respectful of people's nationality, gender and religious background. We respect and value every person's opinion.
- **Self-critical:** We have an open culture of discussing failures and improving our work through continuous learning.
- **Partnership:** We value the expertise of others and want to establish mutual partnerships with everyone we interact with and break up common power structures.