Summer Student Internship

Job Announcement

Accountable Now is a global platform that supports civil society organisations (CSOs) to be transparent, responsive to stakeholders and focused on delivering impact. Our 20 member organisations such as Amnesty International, Civicus, Action Aid, ChildFund Alliance and Transparency International operate in more than 150 countries. Together we develop and implement cutting edge practices to strengthen CSO relationships with communities, partners, activists, staff or donors to deliver better impact.

Position and Expected Skills Acquisition

Accountable Now is looking for a student assistant that can work at least 25 hours per week (over the summer period) or 10 hours per week (while university is in session) to provide organisational support to Accountable Now’s Executive Director and staff. The position will report to AN’s Executive Director.

You will gain in-depth insights into how a small but very active and impactful civil society organisation is run, including how membership-based platforms operate and strive to continually improve services for members. We anticipate that the summer intern will gain strategic communications know-how with different types of stakeholders based all over the world, data and information organisation and management skills, and a range of soft skills experience including on collaboration, project design and execution, and etiquette for globally distributed teams and work.

Key Tasks and Responsibilities

- Support for organisational operations and governance including compiling and drafting materials for AN’s board, memberships, staff, and other key stakeholders; taking minutes; researching and preparing logistics and travel arrangements; liaising with service providers (e.g. bookkeepers, attorneys, auditors).
- Conduct background research on members, prospective members, and funders to support AN positioning, external communications, and fundraising.
Support organisational impact activities, interviews, data collection and analysis to ensure AN is learning from its work over time and consistently delivering high value to its members.

Review and input organisational financial information into key systems and templates to support AN’s stewardship of resources, transparent budgeting, and financial compliance requirements.

Support AN operational transformation and start up of new strategic partnership.

Research on relevant topics for the civil society sector particularly on accountability, governance and safeguarding as well as emerging themes of interest in community engagement, inequality, and climate change.

Other administrative and operational tasks as necessary.

Requirements

- Enrollment in an ongoing study programme ("Immatrikulationsbescheinigung") related to civil society, public policy, economics, sociology or related fields with a requirement to complete a mandatory internship as part of degree requirements.
- Excellent coordination skills, ability to work under pressure with focus and to meet tight deadlines and the ability to work independently.
- Diligent, reliable and focused way of working with a strong attention to detail.
- Good people skills and ability to work in teams.
- Resourcefulness, strong problem-solving skills and the ability to be proactive.
- Fluent in English, both written and spoken; German is a strong asset.
- Financial and data review and analysis skills are a strong plus.
- Ability to work creatively within the restrictions of a small budget.

We offer

Period: 2 - 3 month contract (with possibility to extend).

Working hours: Parttime, negotiable.

Location: Our office is located in Berlin, Germany (but remote work is doable).

Timeline: ASAP

Other offers:

- Work experience 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

If you are interested, please send your CV and a brief cover letter to recruitment@accountablenow.org. Applications will be reviewed and interviews will be held on a rolling basis. Interested candidates are encouraged to apply as soon as possible.

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 practise an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organisation.
- **Horizontality:** We practise 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.