

# JOIN OUR TEAM!

# INTERN PROGRAM ASSISTANT (DÜSSELDORF)

<b>STARTING DATE</b>	1. Oct. 2020
<b>CAPACITY</b>	32-40hrs/week
<b>LOCATION</b>	Düsseldorf
<b>DURATION</b>	3 months – unpaid internship



## ABOUT US:

ReDI School of Digital Integration is a **non-profit digital school** for underprivileged tech talents and underrepresented communities. We offer our students high-quality **tech education** and **career development services** together with our **partner companies** from the digital industry. By providing our students with valuable digital skills and a strong **professional network**, we help create new opportunities for our students and accelerate their (job market) **integration** in Germany. Since October 2020 we are opening a **new branch in NRW** – do you want to be part of it?

## ABOUT THE ROLE:

You will be working under the supervision of the Educational Director, and in collaboration with the other team mates, with a focus on the following areas:

- Support in the coordination of the **educational program** in NRW
- Support in **student management** and student communication
- Support in **volunteer coordination** and recruitment
- Support in **social media** management
- Support in **event planning** and logistics

## ABOUT YOU:

- **German** language at a native level, proficiency in **English**
- Strong **team player** able to work independently
- Experience in **project management**
- Strong **digital communication** skills (G Suite and MS Teams)
- Strong **organisational** and coordination skills
- Understanding of the **IT industry** is a plus



## YOUR BENEFITS:

- **Flexible** working hours and home office/remote policy
- Become part of a fast growing social start-up in Berlin (2015), Munich (2017), Copenhagen (2019) and Düsseldorf/Duisburg (2020) that really **make a difference!**
- Bring in your ideas and **take responsibility** from DAY ONE
- Benefit from the strong partner and company **network** of the ReDI School: <https://www.redi-school.org/partners>

## WHAT ARE YOU WAITING FOR?

E-mail [mireia@redi-school.org](mailto:mireia@redi-school.org) before **Oct 1st** and tell us why you are perfect for the job! Please include your CV and LinkedIn details.