

ReDI School of Digital Integration Berlin is looking for YOU!

Online Event Management Intern



Time: Part time (flexible, up to 24 hours/week)
Schedule: Weekdays, flexible working hours, availability in evenings and selected weekends needed
Location: Berlin (home-office, with punctual on-site activities)
Duration: 1 April - 30 June 2021 (3months)
Contract: Unpaid internship

About the role

- Support in designing the Demo Day event: agenda, concept, theme
- Proposing new event ideas.
- Communicating the event and promoting it (social media, Slack, emails...)
- Sending invitations to participants.
- Equipment preparation: logistics, materials,
- Collaborating with stakeholders: learners, volunteer coaches, partners
- Ensure the success of the event: promotion, support, sharing information
- Support the video production for the event
- Support the live event: live-streaming management
- Follow-up and management of the stakeholders

About you

What you bring

- Interpersonal skills: diverse stakeholder interaction
- Attention to detail with organisational tasks
- Experience with event managementInterest in educational events
- Understanding of online events

What you will develop

- Diverse task management
- Communication competencies
- Resilience and adaptability
- An understanding of large scale online event management
- Dedication to stakeholder engagement

About us

- We use tech to connect human potential and opportunity with dignity and humility
- Lots of heart and a fast paced opportunity driven non-profit, aiming for big, measurable impact
- Community driven and co-creative approach to societal innovation
- Born in Berlin with ambitions to make a difference Germany wide → EU wide → worldwide.
- Social-impact driven organisation with close contacts to leaders from business, government & civil society
- Reliable, helpful, caring and playful: those are our organisational values

Now let's start the conversation!

Apply via email (carys@redi-school.org) before March 15th 2021 and tell us why you are perfect for the role! Please include your CV.