



Vacancy:

Intern Position at the [International Peace Bureau](#) within the framework of the German Federal Volunteer Service ([Bundesfreiwilligendienst](#))

If you are interested, please send a one-page cover letter (English) and your CV to info@ipb-office.berlin by Friday, 27th September 2024 at 23.59/11:59pm CEST.

Are you interested in peace and disarmament work? Do you believe in civil society's ability to create systemic change? Can you quickly familiarize yourself with different tasks and topics? Are you trustworthy but also flexible to work in a fast-paced environment of NGOs and peace activists?

In cooperation with the Arms Information Centre (*RüstungsInformationsBüro*), the International Peace Bureau (IPB) is searching for interns to join our team **within the framework of the German voluntary service ([Bundesfreiwilligendienst](#))** to work in our Berlin Headquarters.

Start: October/November 2024

Location: Berlin, Germany (remote work is not possible)

Duration: 12 months (possibility of extension for 18 months in total)

Your Responsibilities:

- Assist in project preparation and implementation on different peace-related topics, e.g. disarmament, climate and military, feminist foreign policy, and specific conflicts/wars;
- Communicate and build relations with our global membership and partnerships, regional networks, Board and Council members, and international experts;
- Provide support in office administration as needed, including taking meeting minutes, handling small administrative and financial tasks, processing mail and membership applications, and other related duties;
- Organize, manage, and coordinate projects, actions, and online and in-person events;



- Responsible for communication and media work including the management of our website, the monthly newsletter, and social media channels (Facebook, Instagram, Twitter, LinkedIn);
- Design and create information, education, and communication (IEC) materials for website, social media, newsletter announcement, and other necessary materials;
- Contribute to the annual report of the organization;
- Write reports, articles, and assist with other written publications;

Your profile:

- Strongly align with our mission and values, and are committed to supporting our advocacy work towards disarmament and the promotion of a more peaceful and just world;
- Hold a relevant qualification (Background in Social Sciences/Humanities/International Relations/Peace/Conflict Studies or other related fields);
- Fluent in English, a proficient level of German is preferred but not required; any other language (e.g., French, Spanish or Arabic, Chinese, Russian) is an asset;
- You are well-organized, independent, communicative, trustworthy, flexible, and can work on multiple projects at once;
- You are proactive and a team player (we are a small team and work on many issues jointly).

Benefits of Joining the Program:

- Opportunity to engage with a global network focused on disarmament and peace;
- Gain practical experience and knowledge by working with an international non-governmental organization;
- Opportunity to attend local and international events and conferences;
- Build your knowledge and skills in project management, events organizing, social media, and office administration;
- Be part of an awesome, dynamic, inclusive, and multicultural team.

Important Information to Consider Before Applying:

- **Program Details:** the vacancy is part of the German Bundesfreiwilligendienst program. For more information about the program, please visit this [link](#) (in German).



- **Allowance:** the program offers a monthly allowance of €438.00. The allowance also covers social/health insurance. We provide a monthly ticket for local transportation.
- **Flights and Housing:** costs related to the relocation to Berlin are not covered. The monthly rent and housing cost are not also included in the program.
- **Visa Requirements:** if you need a visa to travel to Germany, be aware that requirements vary by country. Note that many visa types **may not permit additional work beyond the internship** in Germany. Please check all requirements.
- **Mandatory Seminars:** participation in 12 days of compulsory seminars is required as part of the program. Although German language skills are not required for this position, seminars are usually conducted in German. In most cases, teachers try to translate some of the material for non-German speakers.

If you think you would be a good addition to our team, please apply and tell us why. We work on an equal opportunity employment policy and strongly encourage all people to apply, in spite of any gender, age, belief, or disability.

If you are interested, please send a one-page cover letter (English) and your CV to info@ipb-office.berlin by Friday, 27th September at 23.59/11:59pm CEST.

Interviews are planned to take place in October.

Thank you very much for your interest in working with us!

You can find this vacancy [here](#).