Job Vacancy
25 March 2024
Working Student (m/f/x) Democracy, Policy Innovation & RISE,
BERLIN or MUNICH

The BMW Foundation Herbert Quandt unites economic innovators, political decision-makers, leading scientists, and representatives of civil society in a global network.

Together, we transcend borders, cultures, and systems to advocate for innovations and sustainable changes that pave the way for innovative economies and resilient democracies. These efforts serve as the foundation for a fairer and more livable future.

We are looking to hire a working student (m/f/x) based in Berlin or Munich to join our Democracy, Policy Innovation & RISE team starting mid-May 2024 or by arrangement.

Your tasks – What we are looking for

- Assist in organizing and implementing events, workshops, high-level leadership retreats, and conferences.
- Be responsible for the participant management of these events, including invitation and communication management as well as travel reimbursement.
- Organize and update working documents.
- Maintain E-mail communication with participants and partners.

Your profile – What you will contribute

- You’re currently enrolled in a master’s program in political science, urban development, international relations or urban studies in Germany and are based in Berlin or Munich.
- You’re business-fluent in written and spoken English and German.
- You have excellent and demonstrable MS Office and ideally Salesforce skills.
- You take a proactive and creative approach to your assignments and to problem-solving.
- You are well-organized and detail-oriented also when working under deadline pressure.
- You are able to work independently and autonomously but you are also a genuine team player.
- Experience in event management and an interest in topics such as (geo-)politics, economic transformation, resilient & sustainable cities and climate change are desirable but not a must.
Our offer – What you can expect

- A cool, multinational, and passionate team that is committed to working for a better future as expressed in the UN SDGs.
- The opportunity to work on meaningful and varied projects and to advance your professional and personal development in coordination with us.
- A working student contract (20h/week min.) with flexible remote work options within Germany.
- Generous subsidy of eGym Wellpass.
- Start date: mid-May 2024 or by arrangement.
- Duration: preferably one (1) year or more.
- A unique workplace at the BMW Foundation’s office right in the middle of Berlin’s government district or on Munich’s Prater Island.

Are you interested?

If you are interested, please send your full application (letter of application, CV, diplomas/certificates) as a PDF file (no photo required) to Regina Sandig (she/her) at recruiting@bmw-foundation.org (subject line: “Working Student Democracy, Policy Innovation & RISE”).

Responsible Leadership also means working towards equality. Therefore, the BMW Foundation explicitly welcomes applications from all individuals regardless of gender, nationality, ethnic origin, religion/belief, disability, age, sexual orientation, and identity. Where qualifications are equal, preference will be given to people with severe disabilities.

For more information about the BMW Foundation and its activities, please visit our website at http://bmw-foundation.org and Social Media @BMWFoundation.