

**We are hiring an
Intern
for students who are requested to do a “compulsory internship”**

Organizational context

Founded in 1972, IFOAM – Organics International works as an agent of change, advocating for true sustainability in agriculture, value chains, and consumption. We are an international non-profit organization with a membership base that spans around 100 countries, and promote a holistic approach to food systems based on the principles of health, ecology, fairness, and care. The Organization is based in Bonn, Germany, but implements projects worldwide.

The Position

It's an exciting time to join our team! We are looking for an intern to strengthen our Capacity Development and Academy team to support the implementation of projects related to strengthening change agents' competences (farmers and civil society organizations, public officers, private sector and others) and participatory curricula development on Agroecology and Organic Agriculture. The geographic scope of the projects is Africa and South East Asia.

This will be a valuable opportunity to learn how to manage development projects; project life cycles; how to interact with local and international partners; how to report to donors; and how to compile financial data and manage project budgets; while being in a multicultural environment of a non-governmental international organization.

Responsibilities

Under the direct supervision of the Senior Manager, Global Academy, the Intern will be asked to support with the following duties and responsibilities:

- Organizational and content-related support in day-to-day business
- Assist in the implementation of activities including reports (financial and narrative) of the different projects, consultancies or specific tasks of the Academy.
- Coordinate with consultants, including the translator and IT support for webinars and meetings
- Compile relevant information and documents in an organized system on the server.
- Support in all financial matters including keeping the cashflow table updated.

- Attend meetings with the supervisor or delegated by the supervisor, with partners and draft minutes of these meetings
- Support the Academy team in the preparation of national and international travels and trainings.
- Assist in the preparation of concept notes and project proposals.

Skills, Experience and Qualifications

- Currently enrolled as a student in the field of sustainable agriculture, sustainable food systems or related subjects
- Experience in organizing events is desirable
- Communicative, cooperative personality and enjoy working in a team
- Very good knowledge of **English** is a prerequisite, good knowledge of **French** is desirable
- Excellent MS Office skills (especially Word, Excel, PowerPoint, Outlook, MS Teams)

Please note: We follow German Labor Regulations. Under these regulations, candidates need to be able to commit to working with us for six months and be able to present **written confirmation of their compulsory internship from the university.**

Our Offer

We offer you to work in an extremely committed team and an interesting area of engagement. IFOAM – Organics International offers € 665,- monthly compensation, which includes a contribution to living costs of € 315,- and free accommodation in the value of € 350,- for a total of 6 months, **starting from April 2025.**

For this position remote work is possible, but applicants must be able to come to the office at least twice a week. They must be able to work on their own as well as part of a multi-cultural team, show good attention to detail and maintain the highest level of integrity.

How to apply?

Please submit your application by email in one single file (PDF) to jobs@ifoam.bio, no later than **midnight (German time), March 9th, 2025**, indicating in the subject line the title of the position you apply for. Your application must include a cover letter, your preferred starting date and your CV. Additional documents may be asked for at a later stage.