

### **Project Assistant Internship**

Leb Bunt e.V. is a non-profit organization that promotes intercultural coexistence and, at the same time, assistance for the elderly.

Leb Bunt e.V. stands for diversity. We create an inclusive and safe environment where our team members can be themselves and develop their true selves. We are a member of the Charter of Diversity e.V.

Currently, we are looking for an intern (min. 20h/week) for three months starting immediately to support our rapid growth.

Since we are a very small organization, the internship is unfortunately unpaid.

### **What does an internship at Leb Bunt e.V. look like?**

From the first day on, you will be given challenging tasks to drive the development of the entire organization and you will work on them mostly on your own responsibility.

We want you to gain as much experience as possible in different areas during your internship and learn to think and act like an entrepreneur.

### **Would you like to help us help others? And become part of a great team at the same time?**

#### **Your tasks - this is what awaits you**

- Planning, organizing and coordinating subtasks of the project.
- Prepare and assist in the consolidation of sophisticated analyses, statistics, reports, decision memos, assignments, and preparation of presentation materials.
- Provide administrative support to key management activities and coordination, as well as follow-up on meetings and preparation of minutes.
- Organization of internal and external meetings as well as communication with the internal team and external partners.

#### **Your profile - what you should bring with you**

- You are studying or have studied one of the following courses: Business Administration, Communication, Marketing, Public Relations, Political Science, International Relations, Social Science or comparable.
- You have a quick grasp and can quickly learn new topics.
- You have a high level of motivation, commitment and initiative.
- You are business fluent in English.
- You have a good knowledge in German.

**You don't meet all the requirements, but you are motivated and want to learn something new?  
Please contact us! For us, motivation is much more important than experience!**

**Our offer - we offer**

- A young, dynamic, multicultural and motivated team.
- A versatile, varied job with a high degree of personal responsibility.
- A culture of appreciation towards all team members and a good working atmosphere.
- A high degree of personal responsibility, versatile tasks and short decision-making processes with flat hierarchies.
- The opportunity to contribute and implement innovative ideas and the chance to develop yourself personally.
- You can work at home in our home office or in our office in Munich-Ostbahnhof.
- The internship is unpaid. In return, we offer an excellent, priceless working and learning environment in which you can develop yourself further.
- You can organize your time yourself.
- We offer a travel allowance to the MVV.

**Are you interested?**

Then we look forward to receiving your application! Just send us your CV to [people@leb-bunt.org](mailto:people@leb-bunt.org).