

Job Vacancy
27 March 2024

Working Student (m/f/x) Collective Intelligence, Berlin

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), earliest starting date by May 2024 and based in Berlin to support the Collective Intelligence Team that works closely with our Responsible Leader Network.

Your tasks – What we are looking for

- Overall area support: assist in developing and implementing our Collective Intelligence and Network strategies, activities, and events.
- Communications support: draft invites and send-outs for events, edit the global newsletter to our Responsible Leaders Network, and support participant management for our activities using Salesforce.
- Relationship and community management: improve the quality of our data – input and assessment – in our CRM system, and you will assist in our work with network members and partners (online and in person).
- Conduct research and analyses for our Brazil prototype and for topics around collective intelligence.

Your profile – What you will contribute

- You're currently enrolled in a bachelor's or master's program in Germany and are based in Berlin.
- You have strong communication and analytical skills and 1+ year of working experience in communication (activities, events, team communication).
- You are familiar with Excel, data bases/data management, and survey tools before.
- You're fluent in written and spoken English and German. Other languages are assets.
- You ideally have experience of working in an office environment where you have built strong project and self-management skills. You are able to report work statuses to supervisors and work independently.
- You have critical thinking skills and a solution-oriented approach to your assignments.
- You enjoy working in a team in the office and remotely.

Our offer – What you can expect

- A multinational, and passionate team that is committed to working towards a fairer and more livable future
- The opportunity to work on meaningful and varied projects and to advance your professional and personal development.
- A working student contract (20h/week min.) with flexible remote work options within Germany.
- Generous subsidy of EGYM Wellpass.
- Start date: May 2024
- 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.

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 Collective Intelligence").

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.