




Application deadline: 1 February 2023

Communications and Events Internship (IH Central)

ABOUT EIT URBAN MOBILITY

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.

	<i>We create systemic solutions that will move more people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

MAIN DUTIES

The **Communication and Events Intern** will be based in Munich and support the Innovation Hub Central Team in managing the Innovation Hub Central partnership and wider eco-system.

Tasks will include:

- Support in the organisation of meetings and events, namely regarding the preparation of logistics, invitations and administrative procedures and documentation

- Support in the preparation of event presentations
- Support in the design and evaluation of online registration forms and surveys
- Support in the publication of inputs for the website calendar, pieces of news and social media posts
- Support in updating the list of events and contact databases in our coworking platforms and folders
- Support in preparation of different communication materials, including videos, photos and graphic elements
- Support in press coverage of our activities and events including the production of press releases

KEY SKILLS AND EXPERIENCE

- Excellent written and spoken communication skills
- Knowledge in social media and events organization
- Open to work in an international environment and complex organization
- Keen interest of the urban mobility sector
- Organized and structured, pro-active and hands-on
- Flexible and multi-tasking skills
- A positive and 'can-do' mindset

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- Have established working rights in the EU
- enjoy their full rights as citizens;

Education:

- University student about to graduate or graduate student in either mobility-related fields, social sciences or communication.
- Written and spoken English (C1). (Near-) native German speaker

JOB AND CONTRACT TYPE

- Part-time up to 20 hrs/week; duration of at least 6 months.

LOCATION

- Munich
- Some travel is expected

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

- To apply for this internship, please send a full application form consisting of a letter of motivation highlighting how your skills or experience matches the internship requirements and a current curriculum vitae to internship@eiturbanmobility.eu. Please send the **letter of motivation** and the **curriculum vitae** in a unique PDF document.
- Save the files as “Communications and Events Internship (IH Central) - First Name Last Name” in PDF format.
- Subject of the email: Communications and Events Internship (IH Central)

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Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).