



For a transformation that leaves no one behind.

<b>Position:</b>	<b>Project Intern or Working Student (m/w/d)</b>
<b>Location:</b>	Hamburg, Germany
<b>Hours:</b>	<b>Intern: Full time (100%)</b> – 6-month contract <b>Working Student (50%)</b> – 1 year contract with option to extend
<b>Application Deadline:</b>	26 January 2025
<b>Starting Date:</b>	As soon as possible

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The international foundations platform Foundations-20 (F20) is a growing network of around 80 foundations from 26 countries that is committed to implementing the Sustainable Development Goals and the Paris Climate Agreement. F20 is explicitly aimed at the countries of the G20. The platform was launched in Hamburg in 2017 and seeks to identify solutions for a transformation towards sustainable development and to act as a bridge between civil society, business, financial institutions and politics. The F20 Secretariat in Hamburg, in close cooperation with the partner foundations in the various countries, organises events with more than 1,000 participants online and offline, runs its own magazine, and publishes a regular newsletter. The working language is largely English.

#### **Job Description:**

As a **Project Intern** or **Working Student** (m/f/d), you will support the overall operational and project-related work of the F20 head office. You will be working closely with the F20 team, to help with daily tasks around network and partnership management, general administrative tasks, as well as external and internal communications. You will be given smaller independent projects to implement on your own, and will be helping the team in implementing the overall F20 advocacy plan, the communications strategy and external relations within multilateral processes in the areas of climate action, renewable energies, biodiversity and sustainable finance. Our goal is to accelerate climate action in the G20 countries and support the implementation of the Sustainable Development Goals (SDGs).

We are a motivated, professional team that works closely together, supports each other and values a good work-life balance. We understand that success is only possible as a team.

#### **Your Tasks:**

##### **Network and Partnership Management**

- Regular support and coordination of the F20 Steering Group meetings and other F20 discussions, including contact management, agenda development, and minute writing.
- Research, including updating of the members database and mapping documents; regular research for new potential members; support to management for regular outreach to existing members.



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### **Communications and Events**

- Assisting the Project Manager for Communication and Outreach in the implementation of the F20 Communications plan, including research, editing and drafting (social) media posts, monitoring of partners' media channels, helping with the regular updates to the F20 website, etc.
- Assisting in the planning, implementation and follow-up of the annual F20 main event (Climate Solutions Forum) in the respective G20 presidential country, particularly with regard to logistics and preparations, as well as communications before, during and after the event.

### **General Administrative Tasks**

- Calendar management for the F20 Team for internal and external meetings (e.g. head office calls, steering group, working groups, roundtables, regular meetings with partners and members).
- Updating the regular agenda and writing minutes of weekly hybrid Head Office meetings as well as internal workshops or sessions.
- Various supporting activities for management, such as topical research, providing briefings and talking points.
- Any other tasks as appropriate and appointed by the F20 Secretary General.

### **Your Profile:**

- You are passionate about the topics of climate action, biodiversity and SDGs and have a strong interest in the foundation and philanthropy sector. You understand the basic principles of advocacy work.
- You are well organised, willing to work in support of a team and show pride in your job.
- You have very good oral and written communication skills in English; basic German skills are an asset.
- You are keen to learn about international networking and collaboration in a multicultural environment and the operational aspects of accelerating the implementation of agreed international goals and targets.
- You have basic knowledge and experience in using social media channels (ideally also for professional purposes).
- You are currently in the final stages of pursuing a Bachelor's degree in communications, international relations, economics, law, political sciences, social or environmental sciences or similar fields.
- You can work independently and as a part of a decentralised international team.
- You are able to travel on occasion.



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**Our Offer:**

- You will work in a purpose-driven environment on topics that are of the highest social importance.
- You will have a varied range of tasks with the opportunity to make a positive impact globally.
- You can expand your network internationally and build new connections.
- You will work in a dynamic and family-friendly working environment, based in Hamburg, with flexible working time models and the possibility to work from your home office.

Would you like to become part of our team? Then send us your application (with a short CV and a 1-minute application video in English) stating your earliest possible starting date by email by **January 26, 2025**, to:

**Celine Strufe**  
**Project Manager for Advocacy and Convening**  
**Celine.Strufe@foundations-20.org**