
SYNERGY & COMPETENCE

Mandatory Internships - Association Management (AM)

We are looking for an intern to support our AM Division at K.I.T. Group Berlin Head Office in the periods of:

- **June 2019 until November 2019**
- **July 2019 until December 2019**

Who we are

K.I.T. Group started over thirty years ago with our headquarters in Berlin. Our roots are in Europe, but our expertise is now practiced throughout the world, giving the company a true global presence. Our wealth of experience, highly qualified multilingual staff, innovative communication and data technologies, high-grade technical know-how and a network of experts all make K.I.T. Group a preferred partner for many associations and organisations.

Position offered

The successful applicant will be responsible for a myriad of duties supporting AM's structural development. This internship will offer opportunities to be exposed to sponsorship and donor cultivation, research, events planning, and the day-to-day operations of non-profit, charitable organizations. Keen attention to detail, strong verbal and written communication skills, and ability to exercise sound judgment and confidentiality are required.

Association Management Interns will assist with development and communications needs under supervision of the AM Director and report directly to the department managers. The Intern will be responsible for:

- Association information management
- Writing/editing association communications
- Event planning assistance
- Research and analysis
- Other duties as assigned

Your Profile

The ideal candidate will be a mature, organized, detail-oriented undergraduate with an eye for detail, and a desire to develop research and communications skills while learning about association

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development. Applicants should possess strong oral, written and organizational skills, as well as prior work experience with social media tools and preferably data management experience.

Additional skills:

- Computer knowledge: Microsoft Office (especially Excel, PowerPoint)
- Fluent in English (required)
- German (optional)
- Flexibility, ability to work in a team

Contact

Please email your motivation letter and CV to:

praktikant@kit-group.org

Please note that K.I.T. Group only offers mandatory internships that are to be completed as part of a study program.