



INTERNSHIP OPENING

**Education Department Intern (BKD / GAPP)
at Goethe-Institut New York**

**3-month Internship
Part-time (20 hours/week)
Start date: April 22, 2024, or as soon as possible**

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. With a network of six institutes in the US, we promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive image of Germany by providing information about cultural, social and political life in our nation. Our cultural and educational programs encourage intercultural dialogue and enable cultural involvement.

This internship is designed to provide an educational experience for young professionals by providing opportunities to develop useful and transferable skills in the field of educational programming. This is an unpaid internship that includes a stipend (\$480 per month) to contribute to living expenses incurred during the duration of the internship. Interns are not considered employees and will not receive employee benefits.

Responsibilities include, but are not limited to:

- Support in preparation and facilitation of school visits, teacher workshops, and other Goethe-Institut/German American Partnership Program (GAPP) events
- Social media content creation
- Research and update German program databases
- Update and maintain website
- Shifts at the Institute's reception desk
- Other relevant administrative tasks

Requirements:

- Pursuing or completed a bachelor's or graduate degree in related field
- Familiarity with the cultural landscape in the US and Germany
- Experience with social media platforms and content creation
- Strong knowledge of Microsoft Office, photo editing & content management software
- German language familiarity/proficiency desired
- Strong social and intercultural competencies
- Excellent communication skills and ability to work on a team

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Sprache. Kultur. Deutschland.

- Willingness to work occasional evenings or weekends
- **Existing US work permit** (applicants without work permit will not be considered)
- 21 years or older preferred, but not required

Offered:

- Regular opportunities for professional development
- Monthly stipend (\$480 per month)
- Flexible hours
- Hybrid work structure
- Qualified individuals who complete the internship program may be considered for future employment opportunities as they become available

The Goethe-Institut is an Equal Employment Opportunity employer and guarantees gender equality. We especially encourage people from diverse backgrounds (LGBTQI, PoC) to apply.

The Goethe-Institut will not sponsor applicants for work visas.

Applications will be accepted on a rolling basis until the position is filled. Select candidates will be invited for an interview.

Please email your written application (ideally as a single PDF of maximum 10MB) to teacherservice-newyork@goethe.de with the following documents: cover letter and resume.