



## Project Assistant Internship

1. **Address & access**
2. **Role Overview**
3. **GSBTB Projects**
4. **Regular Weekly Activities**
5. **Additional Important Appointments**
6. **Intern Responsibilities**
7. **Mental Health & Self Care**

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### 1. Address & Access

**Address:**

Lenaustraße 4, 12047, Berlin  
(Refugio Berlin)

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### 2. Role Overview

To assist the GSBTB team (especially the Programme & Community Director & Project Managers) with our many [weekly activities](#). This means managing logistics like coordination of both volunteers and participants, setting up and cleaning project spaces, acquiring supplies for projects, etc.

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### 3. GSBTB Projects

- **Open Kitchen (OK)** - social cooking & occasional workshops)
- **Open Hearts Space (OHS)** - open art space, be my buddy, frauensprachcafe, club der stern
- **Open Music School (OMS)** many weekly instrument classes, student performance nights
- **Open Music Lab (OML)** - music production courses (mainly electronic music)
- **Open Language (OL)** - german, english & arabic language cafes

- **Community Hub (CH)** - diverse workshops and events that don't fit into our other projects

## 4. Regular Weekly Activities

OMS / OML / OHS / OL / CH / OK

	Activity	Location
<b>Monday / Montag</b>	18:00 OML Open Session 18:30 Guitar Beginners 18:30 Guitar Intermediate 19:30 Guitar Social Occasional CH Activities	Seminarraum (1st Floor) Project Space Project Space Project Space Usually 1st or 2nd Floor
<b>Tuesday / Dienstag</b>	16:00 Open Art Space 18:30 English Cafe 18:30 Piano 18:30 Yoga 19:30 Drum Course Occasional CH Activities <i>NOTE: one intern must always be at the front door of Refugio between 18:00 and 19:00 to guide people to their activity</i>	Hof Cafe Konferenzraum (2nd Floor) Seminarraum (1st Floor) Project Space Usually 1st or 2nd Floor
<b>Wednesday / Mittwoch</b>	17:00 Social Cooking 17:30 German Sprachcafe 18:00 OML Beginners 18:30 Bass Guitar Beginners 19:30 Bass Guitar Intermediate Occasional CH Activities <i>NOTE: one intern must always be at the front door of Refugio between 17:00 and 19:00 to guide people to their activity</i>	Project Space / Hof Saal (Hall) Seminarraum (1st Floor) Project Space Project space Usually 1st or 2nd Floor
<b>Thursday / Donnerstag</b>	16:00 Frauensprachcafe 18:30 Ukulele 18:30 Arabic Language Cafe Occasional CH Activities	Hof Reuterplatz* Cafe Usually 1st or 2nd Floor
<b>Friday / Freitag</b>	16:00 Club der Sterne	Project Space

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## 5. Additional important meetings

<b>Monday</b>	11:30 GSBTB Team Meeting (team collaboration check in) 13:30 Interns Meeting (check in & distribution of intern tasks) 12:30 Project Managers Meeting (once a month)
<b>Occasional Meetings</b>	The GSBTB office culture is one of collaboration and understanding. Our work may sometimes look simple, but it's quite complex and there are many moving parts. The team schedules meetings to discuss our work in different ways. Sometimes this might be a departmental logistics meeting. Sometimes it might be an "Active Listening" session in which we discuss the emotional aspects of our work. We use our google calendars to schedule meetings with one another.

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## 6. Intern Responsibilities

- Assistance running Community Hub activities. Assisting with setting up spaces, welcoming volunteers and participants. Checking and recording attendance.
- CH Communication: Prepare sharepic; distribution of flyers and posters
- Arrive at least 45min before every workshop.
- Check the sign ups on our [Bookwhen](#) page.
- Help the volunteer(s) set up their space. Do they need anything extra?
- 10min before the start time, stand at the front door to give people directions. We need to be really obvious. There is a sign you can use. Maybe even a name tag.
- Politely check the names of everyone that has arrived. If they haven't signed up, no problem, they're still welcome.. It's just nice to know how many people that signed up actually came.
  
- Make sure Community Hub events are uploaded to [Bookwhen](#) (our registration site), and monitor sign-ups. If an event is low, let the comms team know so they can promote it online. Ensure any Community Hub events are also on the Google Calendar for Community Hub activities page on the [GSBTB website](#).
  
- Assist GSBTB project managers in the running of their projects. This may include setting up spaces, assisting in volunteer or participant coordination, cleaning up, buying supplies, etc. We will endeavour to create a structured weekly schedule ahead of time, but these tasks are subject to change from week to week. Some flexibility, initiative, and problem solving is required.
  
- Spontaneous help in any GSBTB project (setting up piano class, language cafes, handing over keys, or helping social cooking to go shopping, etc.). Essentially being on hand to help our project managers with tasks throughout the week. Preferably, this

will be discussed on Monday mornings to give sufficient notice..

- Coordination and guidance of GSBTB participants:  
Tuesdays and Wednesdays are particularly busy at GSBTB. Between about 17:00 and 19:00, a minimum of one intern must be at the front door of Refugio to welcome people, clarify where they need to go. Additionally, Refugio is located in a relatively low socio-economic part of the city with very limited social services. Interns at the front door should let a GSBTB staff member know asap if someone is being suspicious or behaving in an “antisocial” way.
- Assistance with GSBTB “Community Gatherings”. These are larger events at which we bring community members from across our projects, as well as people from outside our community together. They happen approximately four times a year. Expect a long day/evening of work and a lot of fun.
- Working together with GSBTB team members to complete organisational/office tasks such as creating spreadsheets, data-entry, making sure community hub events are online for people to book, etc.
- Assisting in the promotion of GSBTB events. Eg. hanging posters around Berlin (language schools, community centres, bookstores, cafes, cinemas, etc.).
- Representing GSBTB: GSBTB “Elevator Pitch”  
It’s important that all GSBTB interns familiarise themselves with GSBTB’s Vision, Mission & Values, along with the basics of our programming model.  
Eg. We are an NGO (separate from Refugio) which works to create a more open and inclusive society by engaging locals and migrants in community building and skill sharing. We have over 20 events per week that are designed to serve the needs of our community members. Interns should be able to name the projects and encourage people to follow us online or ask for more details.
  - Have a weekly schedule at hand
  - Explain Community Hub is a space where any community member (now including them) can share their passions or skills.
  - Announce any events going on later that day, the following day and any special one-off workshops coming up.
  - Generally be friendly and helpful to anyone involved in making a GSBTB activity happen

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## 7. Mental Health & Self Care

GSBTB has a team culture rooted in solidarity and care for one another. We cannot do our work alone. We work with real people from extremely diverse backgrounds. While the majority of our work is fun and joyful, we are at times exposed to difficult conversations and

situations. It is extremely important that we look after ourselves, set boundaries, and ask for help when we need it.

Interns are more than welcome to come to any GBSTB team member for assistance. If you have experienced something difficult or uncomfortable, we strongly recommend you talk about it with a team member. While this can help alleviate the loneliness one might feel following a difficult situation, it can also help the organisation take action to ensure all parties are safe and (if appropriate) take steps to minimise such situations from occurring in the future.

Additionally, while we expect commitment from interns, we also want everyone in our team to feel safe and well. If you need time away from the everyday in order to take care of yourself, you are welcome to take time off. We request, however, that you inform the Community & Programme Director *before you do so*. This way we can plan accordingly.

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