

## Communication and event management Intern



Berlin, 16th August 2018

**Location:** Berlin

**Duration:** 3 to 6 months

**Working hours:** Full-time

**Start date:** November 2018

### About Uhlala

Uhlala is the home of several projects aiming to support, connect and empower LGBT+ people in their careers and workplaces. Our projects include:

- STICKS & STONES - The job and career platform for LGBT+ and Europe's biggest LGBT+ career fair
- UNICORNS IN TECH - The Global LGBT+ Tech Community
- #UNIT - The International LGBT+ Tech Summit
- RAHM - The World's First LGBT+ Leadership Contest
- RAHM x ESCP - The LGBT+ Leadership Programme
- ALICE - The LGBT+ Lawyers Network
- PRIDE 500 - The LGBT+ employer seal for proud companies and organisations
- PANDA - The Women Leadership Contest & Network

As an intern you will support our various projects in terms of event organisation, community management and communication.

### Task description

At Uhlala, you will get to know the world of event organisation from A to Z. You will mainly focus on RAHM and Unicorns in Tech, but will also work on other projects. Your tasks will include:

- Strong teamwork in the preparation and implementation of our events
- Organisation of the respective programs
- Supporting our public relations: web presence of our projects, social media & developing ideas for advertising campaigns
- Establishing contacts with partners & sponsors
- Creating concepts for our events and working on them strategically
- Insights into various areas such as sales, marketing, organisation etc.

### Requirements

- Desire to develop a personal and flexible writing style
- Depending on the project, very good English skills, German language skills are a bonus
- Very good organisational and coordination skills
- Knowledge of Microsoft Office, Photoshop, InDesign, Wordpress and/or desire to learn and be able to work independently with such programs
- Communication skills, creativity and fun when working in a team

### What we can offer you

- Working and growing with a creative, motivated and vibrant community
- Actively supporting LGBT+ rights and community members in their career
- An insight in various areas such as sales, marketing, project management, event organisation etc.
- A motivated working atmosphere in a team with a great sense of humour

**Does that sound interesting to you?**

**Send us your CV and let us know how you could enhance our team at the following address:  
hi {@} uhlala.com (contact person: Stuart Cameron) - Learn more about Uhlala: [www.uhlala.com](http://www.uhlala.com)**