



INTERNSHIP/WORKING STUDENT IN BUSINESS ADMINISTRATION

at the DO School (Non-Profit-Organization)

LOCATION

Hamburg, Germany

STARTING

November/December 2014 (for 3-6 months) OR 2 days per week as a working student

SALARY

Open to discussion

EMPLOYER

The DO School is an innovative international educational organization offering learning experiences that create real global impact. We offer training, mentoring, and education for outstanding emerging social entrepreneurs to kickstart their own ventures all around the world.

The DO School offers a unique one-year educational program that enables talented young adults to launch their own innovative and sustainable social ventures. The program allows our Fellows to learn from passionate peers, engage with current leaders and experts, and create change by implementing these social ventures in their home countries.

The Program takes place in two phases, the ten-week Incubation Phase on campus and the ten-month Implementation Phase in the Fellows' home countries. During the Incubation Phase, the Fellows take part in three courses: Challenge Lab, Venture Lab and Media Lab. In the following ten months, the Fellows return to their home countries and kick off their own ventures, learning by doing while being supported through our online curriculum and mentors.

With the DO School we aim to empower motivated young adults to follow their visions and bring about social change in their societies. For more information, please visit www.thedoschool.org.

INTERNSHIP DESCRIPTION (ROLES AND RESPONSIBILITIES)

The DO School Hamburg Campus is looking for an "Intern in Business Administration" to join a young, dynamic and fast growing team at a six month basis.

Interns are crucial members of the DO School team contributing to the overall success of the delivery of the DO School program. As the Business Administration Intern, you will play a critical role in supporting the development and growth of the DO School and in enabling the management team to work efficiently and effectively.

Guided by the Finance and Administration Officer, You will be involved in all major day to day operational aspects of an international institution including event management, asset management, general administration, procurement, information technology management as well as being exposed to finance and accounting and developing and implementing innovation by applying new technologies in the workplace. Last but not least, you will have the opportunity to participate in strategic projects across different departments and learn some of the crucial skills to start up your own venture by working with our experienced lab managers.

CANDIDATE PROFILE

We are looking for an enthusiastic and highly motivated self-starter with experience in working in an international environment and an interest in social change. The ideal candidate is entrepreneurial, keen to learn and last but not least willing to take initiatives to make things happen. Applicants should present a proven ability to quickly familiarize themselves with new content and methods, and show an active interest in working with people from a variety of social, economic and cultural backgrounds.

The DO School
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Sozialwirtschaft

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Local Court Hamburg
Commercial register HRB: 123025
Tax number 17/441/18227

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E-Mail info@thedoschool.org **IBAN** DE43 2512 0510 0009 4657 00
Internet www.thedoschool.org **BIC** BFSWDE33HAN
President Florian Hoffmann **Bank** Bank für

REQUIRED SKILLS AND EXPERIENCE

- Be enrolled in a Bachelor's or Master's degree program in Business Administration or relevant subjects
- Fluent in English and German (Oral and Written)
- Attention to detail with a can-do attitude
- Strong organizational and communication skills
- Self-driven and able to work independently
- Able to work in a dynamic and fast moving international team
- Able to use Microsoft tools (especially Excel) and Google Docs

HIGHLY DESIRED SKILLS AND EXPERIENCE

- Experience in project management
- Experience in event management
- Experience in working within an educational institution or the non-profit field

WHAT WE OFFER

- The opportunity to learn how to start up a venture for creating real impact by working directly with our experienced lab managers
- An innovative and globally networked institution
- A young, creative and international team
- An environment in which learning, taking responsibility and self development are encouraged
- The opportunity to be part of our regular events on social entrepreneurship and innovation
- Working alongside a multinational group of young social entrepreneurs from diverse cultural backgrounds
- Flat hierarchies and the opportunity to show initiative
- Professionalism in a fun environment with our dynamic team

APPLICATION

We look forward to your application to become part of our committed, energetic and international DO School team! Please send your application (motivation letter, CV, how you found the vacancy, when you can start, and a letter of reference or the contact details of 2 referees) as pdf to: career@thedoschool.org. Please note that we only accept applicants who have the right to work in Germany. Deadline for application: **10th of November 2014**

EQUAL OPPORTUNITY EMPLOYER

The DO School provides equal employment opportunities to all people, without discrimination based on race, color, religion, gender, creed, national origin, marital status, disability or sexual orientation.