



Since 2009 we have been supporting, connecting and empowering LGBT people in their careers and have been bringing them together with companies and organisations that take a stand for LGBT diversity. We pursue this goal with different projects.

Communication and event management Intern



Berlin, 27th November 2018

Location: Berlin

Duration: 3 to 6 months

Working hours: Full-time

Start date: starting now

About Uhlala

Our projects include: STICKS & STONES - The job and career platform for LGBT and Europe's biggest LGBT career fair
UNICORNS IN TECH - The Global Tech Community for LGBT and Straight Allies

#UNIT - The International LGBT Tech Summit

RAHM - The World's First LGBT Leadership Contest

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 event organisation from A to Z. 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 form 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? Then send us your CV and let us know how you could enhance our team and which of our projects you are most interested in: hi {@} uhlala.com (contact person: Stuart Cameron)
More about Uhlala: www.uhlala.com**