

Event Management Intern Position (w/m/d)

Frankfurt School of Finance & Management (FS) is one of the leading business schools in Germany. An impressive portfolio of services – ranging from degree courses to Executive Education programmes, from research projects to consultancy – means that Frankfurt School acts as adviser, catalyst and educational partner to companies and organisations, to individuals embarking on new careers, and to experienced executives.

Frankfurt School's Sustainable World Academy specialises in first-class executive education, dedicated to the progression of the UN Sustainable Development Goals. We are seeking an Event Management Intern (w/m/d) to support (amongst others) the implementation of 3 of our flagship training programmes:

- [Frankfurt School Summer Academy](#)
- [International Leadership Academy](#)
- [Certified Expert in Sustainable Finance / ESG & Impact Investing](#) Classroom Days

We are looking for one intern for a period of 6 months. The position starting from May 1, 2023.

Start date: 1 May 2023

Location: Frankfurt am Main, Germany

Your main tasks include:

- Participant management including support of the registration process, travel and visa support and invoicing.
- Support during the organisation and implementation of the trainings (e.g. organisation and accompanying of city tours, fields visits and social events)
- Supporting marketing activities (brochures, social media, website, newsletter)
- Preparation of training materials, setting up training facilities
- Support of the evaluation of the courses, as well as creation of final report.

Your profile:

- Proficiency in **English** (both written and oral) is mandatory. Knowledge of French, Spanish or German would be an asset.
- Proficiency in MS Office (Word, PowerPoint, Excel).
- Strong organisational, good communication and administrative skills
- Quick adjustment to a new environment and ready to work independently
- Interested in working in an international environment, as well as in direct contact with our seminar participants from all over the world.
- Prior experience (internship or exchange programme) would be an asset.

If you are looking for new challenges and want to be part of a multicultural team, please send your complete application with the subject line "**Event Management Internship**" (further information please see below) in English to opportunities@fs.de

Your application should include:

- Cover letter, mentioning your motivation, availability and qualification;
- Curriculum vitae;
- If you are a non-EU citizen please also attach a copy of your residence and work permit. Please be aware that we are generally not able to offer you any kind of contract without these documents.

Only complete and accurate applications will be considered!