



## **WORLD FUTURE COUNCIL – VACANCY ANNOUNCEMENT**

The World Future Council (WFC) is a global forum of 50 respected personalities who give voice to the shared ethical values of citizens worldwide. The Council works closely with policy-makers, civil society and business to identify and implement best policies to protect the rights of future generations (<http://www.worldfuturecouncil.org>).

The World Future Council is looking for an

### **Intern, Media- and Communications Department/ Event Management for the Annual General Meeting**

to be based at the WFC head office in Hamburg, Germany.

#### **Responsibilities:**

##### **Media and Communications:**

- Preparation and co-ordination of press releases together with our Director of Media- and Communications
- Translation and editing of press releases, publications and texts for the website (English to German, German to English)
- Administration of press clippings review
- Management, update and expansion of media mailing list/contacts

##### **Event Management:**

- Supporting the preparation, running and follow up of our Annual General Meeting together with the office manager

#### **Profile:**

- Student or University Graduate
- Excellent writing and communication skills in both German and English
- Team working skills and flexibility
- Competency with MS Office programs

The WFC offers interns some support for living costs, an attractive international work environment as well as training possibilities.

To apply, please send a cover letter and CV to Administrative and Finance Manager Lucia Schüßler, email: [application@worldfuturecouncil.org](mailto:application@worldfuturecouncil.org) . Subject heading: Intern Media/Events and your name.

Deadline for completed applications: 15<sup>th</sup> February 2009. The internship runs from 1<sup>st</sup> March until 31<sup>st</sup> August 2009. Only candidates invited for interview will be contacted.