

Internship Intercultural consultancy

Since 25 years, CultureWaves has been supporting organizations in international cooperation, as well as in change and internationalization processes. Our range of services includes consulting, coaching, individual and group training, seminars and workshops for specialists and executives of companies. Our multicultural team includes around 120 internationally experienced trainers and consultants, with whom we work predominantly virtually.

Your tasks

During this diverse internship, you will support the CultureWaves team in different areas of responsibility: from assisting with seminar preparation and follow-up, helping with office administrative tasks, project and event organization, on revising the CultureWaves website as a part for marketing purposes. This internship offers you a comprehensive insight into the business processes of an intercultural consulting and training company.

What we expect from you

- enrolled in a Bachelor's or Master's degree program
- ability to work in a team and at the same time independently and on your own responsibility
- intercultural experience - living abroad/educational/work
- confident handling of MS Office
- practical experience in companies through other internships or jobs
- very good knowledge of German and English, both written and spoken
- experience abroad
- experience with digital communication platforms
- desirable: knowledge of virtual work organization tools, SEO and WordPress
- interest in researching topics related to international human resources development

What we offer

- insight into diverse work areas, topics and tasks
- informal and open working atmosphere in a dynamic, learning organization
- working in a multilingual, multicultural, virtual team
- insight into international personnel and organizational development measures
- opportunity to attend in trainings or workshops
- internship remuneration
- extensive practical experience in the areas of training, coaching, psychology, management and organizational and personnel development

Internship period

- internship duration min. 3, preferably 6 months as a mandatory internship
- part- or full-time (25-40h/week)
- start of internship: mid-April or agreed upon date
- format: hybrid

Contact

Please send your written application for an internship including CV, letter of motivation and relevant references by e-mail as one coherent PDF document to CultureWaves (contact@culturewaves.com).

We look forward to meeting you!

