



The British-German Association is a London based non-profit organisation which forges links and promotes the understanding between Britain and Germany. It has a long and distinguished history and has played a key part in shaping the Anglo-German relationship for more than 60 years. Today, as partners in Europe and with Germany still Britain's second largest export market, our common interests are very much aligned. Yet the need for discussion, learning and debate remains as important as ever. To this end, the British-German Association seeks to provide those with an interest in Britain and Germany, both individuals and companies, with the opportunity to contribute to the dialogue and understanding that underpins the modern relationship between our two countries. The BGA organises a range of exciting social, political and cultural events. One of our chief charitable endeavours is "Youthbridge", a project providing vital support for schools and young people wishing to learn German.

We are looking for a motivated intern to support our London office for at least 6 month, starting in autumn 2010.

Description of internship

- Planning and organisation of our events.
- Design of information and advertising material, e.g. our BGA Review.
- Updating homepage and attending committee meetings.
- Correspondence with our members and dealing with general enquiries.
- General office administration.

Internship requirements

- Strong interpersonal communication and organisational skills.
- An interest in intercultural topics.
- Familiar with MS Office and very good English language skills.

We are unfortunately not able to provide any remuneration but will provide a daily travel allowance.

If you are interested in this job opportunity, you are invited to send us your application. For further information about the internship please do not hesitate to contact our office.



34 Belgrave Square, London SW1X 8QB
Tel: 0044 (0) 207 235 1922 Fax: 0044 (0) 207 235 1902
Email: info@britishgermanassociation.org
www.britishgermanassociation.org