



## INTERN FOCUS CONTENT & COMMUNICATION

### WHO WE ARE

At build\_shift, our goal is to create a hub that brings together many different opportunities to engage in the transformation of the built environment. This is how we aim to enhance accessibility for everyone, accelerating the pace of change and its impact.

### WHO WE ARE LOOKING FOR

We are seeking a creative team member with a strong interest in architecture and content creation, as well as a passion for sustainability, to join us for an internship lasting a minimum of 3 months. In this role, you will assist us in clarifying our mission and developing valuable content for individuals interested in participating in the transformation of the built environment. There is plenty of room to get creative and contribute your ideas, and you will have the opportunity to push your own projects, learn new skills and build a network of sustainable actors and initiatives.

We are committed to fostering an equitable and inclusive team. We strive to provide equal opportunities to all team members and applicants, regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, socioeconomic background, or any other unique aspect. We also encourage those who have not had international experience yet to apply.

### WHAT YOU COULD BE WORKING ON

#### Focus Content & Communication

- Developing a communication strategy and guidelines for an emerging organization.
- Creating content for social media posts, newsletters, blog articles, videos, and our website, including:
  - Providing insights into our work, behind-the-scenes updates, project progress, and conveying our vision, mission, goals, and criteria.
  - Showcasing inspiring organizations, initiatives, projects, events, and buildings
  - Exploring topics related to the sustainable built environment and how to engage in its transformation.

#### Support us in our weekly tasks

- Search for job opportunities and other opportunities (so-called beyond), post them on our website, and promote them through social media.
- Assist in streamlining our daily and weekly processes to enhance efficiency and collaboration.

#### Help us set up and engage in new projects

- Develop a crowdfunding campaign for an open-source map of actors and initiatives.
- Generate ideas and concepts for events and take the lead in organizing them.
- Explore potential funding opportunities and engage in grant writing.
- We're always open to new ideas and initiatives on the horizon.

## WHAT SKILLS YOU BRING

### Essential

- Genuine interest in sustainability and the built environment (that does not necessarily require having an educational background in this field)
- Passion for and/or experience in content creation, graphics & editorial, communication, social media etc.
- Curious, friendly, respectful, and not afraid to ask questions
- Independent and proactive, but also happy to collaborate and work with others
- Willingness to engage in a work environment that is characterized by self-organization
- Comfortable use of written and spoken English
- Computer skills, for example: Illustrator, Photoshop, InDesign, CMS, SEO, social media tactics, digital collaboration tools > *It's perfectly fine if you don't know them all! Just let us know with what you are comfortable with.*
- **You can make use of a funding programme (such as Erasmus+ Internships, Erasmus+ Young Entrepreneur, we are happy to help you to find an opportunity)**

### Nice to have

- Existing network and understanding of the sustainable architecture scene
- Solid Knowledge of WordPress, web development, basic programming, UX-Design, SEO
- You bring another language to the team, specially from Northern or Eastern Europe

## IN RETURN YOU GET

- Joining an unconventional organization with a friendly and fun team that offers considerable freedom, real responsibility, and support to develop your own ideas.
- Gaining work experience in an international environment and the opportunity to expand your personal network.
- Assistance in securing funding for the internship.

## WHAT TO EXPECT

- We are officially based in Berlin but frequently travel, and our team is spread across Europe. Therefore, we value and encourage a flexible mindset also in terms of location.
- Typically, we request 15 to 25 hours per week, considering your personal and professional commitments and also put it into relation to the funding you receive.

## Application Process

We are currently looking for interns for Autumn/Winter/Spring 2023/2024. Please include in your application the documents you believe best represent your qualifications, along with a motivational statement explaining why you wish to join build\_shift as well as your preferred starting date and internship duration. We will review applications on an ongoing basis.