Student Assistant (m/f/d) Organisation of FSC Events

FSC works to take care of our forests and those who rely on them: by protecting plant and animal species, Indigenous Peoples’ rights, forest workers’ safety, and much more. We achieve this through FSC certification, ensuring forests around the world are responsibly managed. For more information on FSC, visit our website at www.fsc.org.

If this sounds exciting to you, you have found the right place to work!

The Role

• To support the general organisation of FSC Events during 2020, including the General Assembly, two Regional Membership Meetings and other Stakeholder Meetings.
• To provide support in the logistics of the events, including but not limited to registration of participants, travel and accommodation (selection of appropriate flights and hotels).
• To upload content to digital platforms such as motions platform or Members Portal.
• To follow up on sponsorship related tasks related to the General Assembly, including tracking and follow-up on payments and make sure that sponsors will receive benefits according to their sponsorship level.
• To contribute to the preparation of documents and communication materials such as briefs and presentations.
• To organise and handle daily administration tasks.

Your Profile

• You are ideally enrolled in a bachelor or master’s degree and studying Business Administration or Hospitality Management or similar.
• You have excellent command of MS Office especially MS Excel and Power Point. MS Dynamics 365 is a plus.
• You have critical thinking skills and ability to synthesise, analyse and reflect on data and information.
• You have good communication skills.
• You are fluent in English; knowledge of Spanish is a plus.
• You are well-organised, proactive and great attention to detail.
• You are living in commuting distance to our Bonn office.
• You are committed to FSC mission and values.
Terms and Conditions

- Start Date: 01 May 2020
- Working Hours: 20 hours per week.
- Duration of contract: Six months with an opportunity to extend.
- Remuneration: 12 € gross per hour.
- Location: Bonn, Germany.

How to Apply

- Please click on the link given below to apply and let us know what motivates you to work for FSC, in this position and why think you are suitable candidate.


- Submit your CV in English.
- Please do not send any photos of yourself, including as a picture on your CV

Deadline for applications: 17 March 2020

We are looking forward to receiving your application!