

Job description

Position: Student employee with a degree (formerly WHK) from 01.11.2024 to 31.10.2025; 48 working hours per month in the project "International Workshops for European UNESCO Biosphere Reserves Practitioners"

Location: Biosphere Reserves Institute (BRI), Georg-Herwegh-Straße 18, 16225 Eberswalde (with in-person meetings as well as possibility to work remotely)

About the project: Until end of 2025 we will organize and design two several day workshops for about 30 European UNESCO Biosphere Reserves practitioners. The workshops are planned to take place in February and probably in September 2025 (to be decided).

Responsibilities & duties:

- Support the project manager in the overall organization, design and implementation of the workshops
- Development of communication materials, including update of websites, writing news and reports
- Support participants on their accommodation and transportation to the workshops
- Technical support and assistance during presentations and workshops
- Optional: Co-facilitation of workshop sessions (not mandatory, dependent on qualification and actual need)

Skills & qualifications:

- Knowledge of and experience with biosphere reserves
- Experience in organizing workshops or other events
- Good interpersonal and teamwork skills
- Good communication skills in English
- Good organizational skills
- Ability to adapt and improvise to unforeseeable challenges



- Flexible working hours (before, during and after the workshops there will be more workload and in between there will be less)
- Optional: Experience in facilitation and participatory leadership

Seite 2 von 2

If you are interested, please apply by September 15 (at the latest) by e-mail with your CV and a letter of motivation (How can you be of support to our team? What do you wish to learn through this position? How do you envision to organise your time and make this work fit into your current study course?) to: bri@hnee.de.