

## **Yunus Environment Hub is looking for a Working Student in Program Management (m/f/d)**

We are looking for a Working Student in Program Management (m/f/d) starting 1st October 2022 who will be supporting a training program for green social businesses in Germany. The successful candidate will be based in our office in Berlin.

**Yunus Environment Hub (YEH)** is the global social business network that creates and promotes solutions to the pressing environmental problems of our time. Co-founded by Nobel Peace Prize Laureate Prof. Muhammad Yunus, YEH's vision is to create a World of Three Zeros: Zero Poverty, Zero Unemployment, and Zero Net Carbon Emissions. To achieve this vision, we support, design and implement social business solutions that solve environmental problems in a financially self-sustainable way.

We are a team of passionate experts with backgrounds in engineering, business, social and political sciences, environmental sciences, or economics. Our growing, international, and diverse team is headquartered in Germany with local teams in India, Vietnam, Colombia, and East Africa where we are currently running major social business programs. We strongly believe that social entrepreneurship is one of the most effective solutions to address our global environmental crisis. Although our daily work can be challenging at times, we are convinced that every single person has the opportunity to contribute to a global reorientation. Together, we make the impossible possible.

### **What You Will Be Doing**

- Support the Program Manager in project coordination & management, research, reporting & documentation, communication, technical assistance during events and workshops
- Support the program planning and derive detailed action plans into weekly to-do lists
- Implement participant recruiting activities, outreach strategy, support partnerships management
- On-boarding and management of participants
- Supporting the development of training tools and materials for online and live sessions
- Preparing communications materials and briefings for comms opportunities

### **What You Should Bring**

- Commitment to the vision and core values of YEH as well as to topics of environmental and social sustainability as outlined by the United Nations' SDGs



## YUNUS ENVIRONMENT HUB

- Currently enrolled as a student in social business, entrepreneurship, social innovation, environmental/sustainability management, business administration, social sciences or similar field with work permit in Germany
- Availability to work 16-20 hours per week
- Readiness to travel for implementation of training programs (1-2 days trips)
- Independent working style and ability to work in a team (both in-person and virtually)
- Excellent relationship management/interpersonal skills with both internal and external stakeholders
- Exceptional verbal and written communication skills in German and English
- Experience working with Microsoft Office Suite.

### **What Sets You Apart**

- Fluency in German and English is a must
- Professional training/education experience is a plus
- Knowledge in topics such as circular economy, climate resilience, and social business is a plus.

### **What We Offer You**

- A job with a strong purpose and direct impact
- Opportunity to shape a project and set the foundations for future opportunities
- A growing dynamic team of passionate professionals from various disciplines
- Immersion in a diverse work environment in the field of environment and social business
- A combination of home office and productive office environment
- Access to a fully equipped coworking space with regular shared meals and networking opportunities.

### **Statement on Diversity, Equity, and Inclusion**

Yunus Environment Hub is committed to equal employment opportunities for all. We strive to provide a friendly, safe, and welcoming environment for all who work with us, regardless of gender, gender identity, sexual orientation, skin colour, disability, physical appearance, national or ethnic origin, marital status, age or religion (or lack thereof).

### **Apply now and support our vision towards a World of Three Zeros: Zero Poverty, Zero Unemployment, and Zero Net Carbon Emissions**

We are looking forward to receiving your application including CV and motivational letter. Please send your documents by e-mail to [jobs@yunuseh.com](mailto:jobs@yunuseh.com). We will accept applications until the position is filled.

If you have any questions, feel free to contact our HR Team at [jobs@yunuseh.com](mailto:jobs@yunuseh.com).