

Yunus Environment Hub (YEH) is looking for an Working Student in Program Management (m/f/d)

We are looking for a Working Student in Program Management (m/d/f) starting on 1. October 2024 until 31. March 2024 for 20 hours/week. The successful candidate will be employed in Germany and based in our office in Munich (partly remote possible).

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 an international team of passionate experts with backgrounds in engineering, business, social and political sciences, environmental sciences, or economics. We strongly believe that social business is one of the most effective solutions to address the triple planetary crisis. Although our daily work can be challenging at times, we are convinced that every single person has the potential to contribute to redesign our economy. Together, we make the impossible possible.

What You Will Be Doing

The Working Student will support a social business accelerator program to advance the transition to a circular economy. The Working Student will work closely with the project lead and program staff to support the program implementation.

Key Responsibilities

- Support the Project Lead 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 workshops and coaching sessions
- Preparing communications materials and briefings for comms opportunities
- Drafting reports and documentation

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
- Currently enrolled as a student in social business, entrepreneurship, social innovation, environmental/sustainability management, business administration, social sciences or similar field with work permit for a working student employment in Germany
- Availability to work 20 hours per week
- Independent working style and ability to work in a team (both in-person and remote)
- Excellent relationship management/interpersonal skills with internal and external stakeholders
- Exceptional verbal and written communication skills in German and English
- Experience working with Microsoft Office Suite

What We Offer You

- The opportunity to contribute to the success of a project with a strong purpose and direct impact
- A dynamic, international 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

We are looking forward to receiving your application including your CV and motivational letter. Please send your documents by e-mail to jobs@yunuseh.com (if you send documents in paper format, please take note that they will not be sent back). We will accept applications until the position is filled and conduct interviews on a rolling basis.

If you have any questions, feel free to contact our HR Team at jobs@yunuseh.com.