

sequa gGmbH is a globally active, non-profit development organisation. Since 1991 we have been implementing programmes and international cooperation projects in close cooperation with the German economy. The company offers expertise and experience in the fields of chamber and association development, vocational training and trade promotion. The company is based in Bonn. Sequa employs over **100** people (2023) and generates a turnover of EUR 71 million EUR (2022).

In our project Import Promotion Desk (IPD), we regularly offer an

## Internship for German and international students (m/f/d) with an interest in development cooperation in the tourism sector

Location: Berlin (Mitte) or Bonn

Scope: Full-time

Contract duration: 3 months

### The project

Together with the Federal Association of Wholesale, Foreign Trade and Services (BGA) and other partners, we are implementing the project "Import Promotion Desk (IPD)". The project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and aims to strengthen promising sectors in selected developing and emerging countries by improving access to the European market, and thereby promoting trade with and tourism to the partner countries. The project has offices in Bonn and Berlin. Your internship will be in either Berlin.

### Your tasks/ responsibilities

- Assistance with the organisation and implementation of events and other project activities (e.g. international trade fairs such as the ITB Berlin/ wtm London, study tours, Fam Trips)
- Research about relevant tourism companies
- Support with public relations tasks (e.g. photo database)
- Assistance with reporting on IPD sub-projects
- Support for project administration

### Our requirements / your qualifications

- Education/ degrees: Tourism-related studies, at least in the 3rd semester
- Expertise: Excellent user skills in the common Microsoft Office products (Word, Excel, PowerPoint, Outlook) and organisational skills;
- Language skills: Written and spoken English and, if possible, knowledge of another foreign language. (French, Spanish, Russian). Basic German is recommended.
- Social skills: resilient personality with a lot of initiative, flexibility, communicative and socially competent attitude in a dynamic, multicultural environment.

# Call for applications Internship



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- Further requirements: Diplomatic skills in working with numerous stakeholders at various levels (governments, associations, companies) and in different intercultural fields of action.
- We offer you the opportunity to work within an extremely committed team with a great deal of Responsibility.

In addition, we offer flexible working hours and compatibility of career and family life. If equally qualified, people with disabilities will be given preferential consideration.

Please send your application documents (cover letter and CV in English) by e-mail to Mrs Manuela Borkenhagen, [manuela.borkenhagen@sequa.de](mailto:manuela.borkenhagen@sequa.de), +49 228-98238-50.