



Dezentrum is looking for an

Intern in Communications and Project Support (f/m/d, 80–100%)

Starting in September 2025 or by agreement

Job Description

We are looking for a creative and committed person who would like to contribute in the following areas. You are welcome to apply even if you do not (yet) cover all of them:

- Co-creation and management of digital communications (social media, media relations)
- Support with project coordination and implementation (also with a focus on communications)
- Assistance with association-related tasks (events, communications)
- Preparation and facilitation of workshops

Optional, depending on your interests and skills:

- Research and conceptual work
- Funding applications
- Support and co-creation of internal processes

The internship has a minimum duration of 6 months. The compensation is CHF 2,500 per month for a 100% position, plus a monthly allowance of CHF 150 for using your own laptop and mobile phone.

E-Mail: praktikum@dezentrum.ch

Dezentrum Think & Do Tank
Lessingstrasse 15, 8002 Zürich, Switzerland
www.dezentrum.ch

Requirements

- Bachelor's degree or comparable education
- Interest in social issues related to digitalization
- Strong communication skills
- Excellent knowledge of **German and English**
- Openness and enjoyment in interacting with others and engaging in conversations
- Initial experience in an office setting and flexibility in working with office tools
- Initiative, enthusiasm, and willingness to actively contribute

A portfolio in graphic design or UI/UX design (using tools such as Figma, InDesign, Photoshop) may be included, but is **not a requirement** for the internship.

About Dezentrum

Dezentrum is a Think & Do Tank for digitalization and society. Our goal is a digital transformation that serves society. Together with universities, international alliances, and partners from the public and private sectors, we develop positive future scenarios and actively help shape the (digital) society of tomorrow.

Our key topics include digital participation, digital literacy, decentralization, and the future of work. With an interdisciplinary approach, we work on practical applications and exploratory studies, and offer workshops, events, and consulting.

Dezentrum is organized sociocratically: we work with roles, not superiors. The Dezentrum GmbH is owned by the Dezentrum Association.

We are committed to diversity and welcome applications from people of all genders, gender identities, ages, backgrounds, and religions.

We look forward to receiving your application at praktikum@dezentrum.ch!

Application deadline: August 3, 2024, at 11:59 PM.

If you have any questions, feel free to contact Jeannie Schneider
(jeannie.schneider@dezentrum.ch).