

Working Student (m / f / d) Human Rights in Tourism

Contract duration: 12 January – 12 April 2022
Hours of work: 10 - 20h per week
Location: Berlin preferred; remote work is possible

The Roundtable Human Rights in Tourism (RT) is looking for a **working student** to support the coordination office from January to April 2022.

The RT is a multi-stakeholder initiative and non-profit association with currently 33 members from six countries. Our members are tour operators, travel associations, multipliers (institutions, vocational schools, universities, foundations, etc.), civil society, and certifiers.

As a trustworthy network of tourism stakeholders, the RT aims to support the industry in a demand-oriented way to make the resumption of travel positive and sustainable for all stakeholders through a human rights-based approach with regard to the UN Guiding Principles on Business and Human Rights.

Tasks:

- Support daily tasks at the RT office
- Internal and external communication, e.g., with members and service providers
- Website updating and production of social media content
- Assist in data collection, conduct research and provide analysis on relevant topics
- Support the organisation of (online) meetings and events (with a specific focus on helping in preparing for ITB 2022)

Requirements:

- Student status with at least two completed semesters, preferably in a sustainable tourism management, sustainability or international relations degree program,
- Quick grasp for complex structures and a strong interest in business and human rights-related topics,
- Preferably knowledge of/ first working experience in the tourism industry,
- English is the working language of the RT. Fluency in spoken and written English is required. Knowledge of German is an asset.
- Good communication skills and good ability to coordinate with stakeholders from companies, associations and non-governmental organisations
- Excellent ability to work in a self-organised and self-structured manner,
- Advanced experience with MS Office programs, preferably good knowledge of Zoom,
- Experience with content management systems (ideally Drupal) and social media

We offer:

The position offers the opportunity to accompany a small, dynamic team within an international initiative. We provide a high working time flexibility, including remote work within the concrete working requirements. If you have any questions, please do not hesitate to contact Jara Schreiber from Roundtable Human Rights in Tourism (Tel. 0151-45 83 87 95) and visit our homepage www.humanrights-in-tourism.net

Please submit your application online with CV, letter of motivation, proof of student status and relevant work experience by 19.11.2021 to: jara.schreiber@humanrights-in-tourism.net