

AVAILABLE POSITION:

INTERNSHIP, FULL-TIME, WINTER / SPRING 2020

The Transatlantic Outreach Program (TOP) is a non-profit, public/private partnership between the Federal Foreign Office of Germany, the Goethe-Institut, Deutsche Bank, the Robert Bosch Stiftung, and the Siemens Corporation. TOP was founded in 2002 to promote education about Germany through curriculum and professional development, to foster intercultural dialogue, and to provide the opportunity for social studies and STEM educators to experience Germany in person. TOP promotes awareness of Germany within the context of its education and political systems, vocational training, corporate social responsibility, environmental sustainability, culture, history, and more. To learn more about TOP, visit www.goethe.de/top.

The Transatlantic Outreach Program is seeking to fill a full-time (40 hours per week) internship position dedicated to various curriculum development projects, public relations, and administrative tasks pertaining to a clientele that consists primarily of K-12 American and Canadian social studies and STEM educators.

TOP offers a "reimbursement for expenses" of 300 EUR per month (or the USD equivalent thereof). If you are a German citizen, TOP will sponsor but not pay for the internship visa. The visa application process will begin after the successful applicant has been selected. Previous interns have successfully received financial aid through the DAAD.

Timeline:

The chosen candidate will ideally assume their position, starting on Monday, February 3, 2020 on site at our Washington, DC, office. The internship will conclude on Saturday, July 11, 2020. TOP is flexible with regards to starting and concluding dates and may be adjusted / negotiated prior to the visa application process.

Projects and Responsibilities:

- Provide support on various projects leading up to our summer 2020 study tours
- Assist with editing a "newsletter" of lesson plans for our TOP Alumni
- Provide support on new classroom resources for social studies and STEM educators
- Opportunity to attend and represent TOP at educator conferences (domestic travel required)
- Conduct research
- Compile information for database, perform data entry

Desired Qualifications:

- Passion for intercultural education and dialogue, especially German-American, transatlantic relations, etc.
- Minimum education for a student at an American university: 2+ years of study in German Studies/Language, Education, International Studies, or a relevant field (*BS or BA preferred*)
- Minimum education for a student at a German university: 2+ years of study in English/North American Studies, German Studies, Education, International Studies, or a relevant field (*BS or BA preferred*)
- Experience with an "Ausbildung" in the German context is also highly desired.
- Desire to learn project management skills
- Proficiency speaking, reading, and writing the English language (*B2 level or higher; C1 preferred*)
- Proficiency speaking, reading, and writing the German language (*B2 level or higher; C1 preferred*)
- Skilled in using Microsoft Office, especially Excel
- Detailed understanding of current events in Germany
- Self-motivated, with a problem-solving attitude, and willing to work in a team environment

How to Apply:

Interested candidates should submit a cover letter and résumé (C.V.) addressed to the TOP Managing Director at top@goethe.de by **Thursday, October 24, 2019**. Interviews, via video conference, will take place after this deadline and before an intern is selected by November 15, 2019. For more information about the internship experience at the Goethe-Institut Washington, visit www.goethe.de/washington/goetheintern or **#goetheintern** on Instagram.