

## Internship – Public Relations

### BACKGROUND INFORMATION

**Skat Consulting Ltd.** is an owner-operated leading Swiss company specialising in international cooperation. We support governments, the private sector and civil society around the globe in improving people's lives by facilitating lasting solutions in water, building, energy and governance. We are looking for motivated coworkers who share our vision and our core values.

### OUR OFFER

We are looking for a student to **support our communication activities, in particular the compilation of the annual report** – one of our key publications. With the internship we provide a student the **opportunity to gain first-hand experience** in a dynamic consulting company active in international cooperation.

The intern is based in Switzerland (St. Gallen). The working time is **40-50 %** with flexible working time and working place.

Starting date is preferable **01 April 2023**. The internship ends 30 June 2023.

### MAIN TASKS

- Compile our annual report in close collaboration with our PR responsible: edit articles, coordination with authors and proof-readers, organise pictures
- Prepare social media posts using the content of the annual report
- Support other communication activities

### REQUIREMENTS

- Excellent organisational skills, readiness of mind, high commitment
- Strong communication skills and experience in editing texts
- Proficient English skills; German is an asset
- Ongoing Bachelor's or Master's degree in a field relevant to the position
- Swiss residence permit

### WE OFFER

We are organised in a lean structure and form a strong team in a highly cooperative atmosphere. We offer flexible working modalities, e.g. home office, and part-time employment, while the office is located only 3 min from the railway station St. Gallen.

### APPLICATION

We look forward to receiving your complete application including motivation letter, CV, diplomas and references until **15 March 2023** to [jobs@skat.ch](mailto:jobs@skat.ch). For further information please contact Lotti Gerber ([lotti.gerber@skat.ch](mailto:lotti.gerber@skat.ch)) or visit our website [www.skat.ch](http://www.skat.ch).