

# Corporate Volunteering Internship Amsterdam.



## Join Serve the City Amsterdam (corporate).

Are you looking for an internship that allows you to create social impact and coordinate customized volunteering projects for companies?

Do you have a creative organizational talent with a passion for the city of Amsterdam and it's residents? Keep on reading!

Corporate social responsibility is on the rise, and this internship presents an excellent opportunity for you to explore this area.

Serve the City at Work specializes in coordinating customized team-building events and impact days for organizations, leveraging our broad network of social organizations throughout Amsterdam. Our volunteer initiatives encompass a range of vital services, including assisting at elderly homes, conducting HR training for refugees and preparing meals for the homeless.



## tasks and responsibilities throughout the internship.

- Planning, organizing and executing corporate volunteering events;
- As the intern project coordinator, your role will involve attending volunteering events, where you'll be responsible for welcoming the group and ensuring the smooth progression of the day's activities;
- Coordinate schedules with social organizations and corporate companies;
- Develop and maintain relationships with corporate organizations as well as social organizations;
- Creating and distributing promotional and informative material such as emails and online content;
- Assist with general administrative tasks, including managing invoices;
- Tracking the progress of ongoing projects, ensuring that all necessary steps are taken promptly

## requirements.

- Work effectively both independently and as part of a team;
- Flexible to adapt to changing needs and priorities;
- Excellent English written and verbal communication skills (Dutch is a pre);
- Creative and results-oriented and enjoys organizing;
- Available for a minimum of 24 hours a week
- Committed for at least 4 months (preferably 6 months to one year)
- Your own laptop

## how to apply.

Send your CV and motivation letter to [monica@stcamsterdam.nl](mailto:monica@stcamsterdam.nl)  
Please specify the dates for your internship.

