KI Park eV - Community & Events, KI Park e.V., Berlin

KI Park is one of Europe's leading ecosystems for AI innovation and adoption. As a non-profit association of more than 300 companies, start-ups, research institutions, technology partners and networks, we bring our members together to share knowledge, explore emerging trends, drive collaborative AI projects, foster innovation and put AI into practice. Our events are where much of this happens.

Working Student Community & Events, KI Park e.V., Berlin

We're looking for a working student to join our Community & Events team, ideally from end-January 2027. Do you want to learn how great events come together? If you like keeping lots of things moving at once, enjoy working with people, care about getting the details right and are excited about AI, we'd love to hear from you.

City: Berlin; Starting date (earliest): 01/01/27; Duration: Open-ended contract; Remuneration: To be discussed at first interview

Tasks

What you'll do

Your responsibilities will include, but won't be limited to:

- Help plan and run our events in Berlin and across Germany, from the first idea to the event day itself, including on-site support
- Coordinate with suppliers and venues: requests, quotes, briefings and follow-ups
- Communicate with members and coordinate speakers and guests before and after events
- Support day-to-day organisational and administrative tasks, from setting up project plans to helping with on-site registrations
- Keep event plans, run sheets, guest lists and timelines up to date and accurate
- Support event marketing: invitations, event pages and social media posts
- Help evaluate events and share what worked so we keep improving

Requirements

- You're enrolled at a university, ideally studying business, marketing, event management or a related field. However, we also welcome students from other disciplines who have a strong interest in event management.
- You're in the later stages of your bachelor's or already in a master's program, with at least a year of study still ahead of you.
- You can work 20 hours a week, and you live in or near Berlin so you can be in the office and at events regularly
- You're a natural multitasker who stays calm and finds solutions when plans change at short notice

- You’re detail-oriented: names, numbers and timings are right before anything goes out
- You communicate confidently and professionally with external partners, suppliers and guests
- You’re happy to roll up your sleeves at events and see every task, from making coffee to welcoming VIP guests, as part of making the day a success.
- You’re fluent in English, spoken and written. Working German is a plus.
- You’re comfortable with Microsoft Office and enjoy working with AI tools like Claude. Experience with Notion is a plus.
- You’re interested in AI, technology and innovation
- First experience in events or marketing is a plus, whether from an internship, a student association or a side job in hospitality.

What we offer

- Hands-on experience running events for one of Europe’s leading AI ecosystems
- Direct access to a network of start-ups, corporates and AI experts
- An international team that works with regular feedback, trust and enthusiasm
- Flexible hours that fit around your semester schedule
- A great office in Berlin, with the option to work from home on non-event days
- Support from teammates with a scientific background if you’d like help with your thesis

Application

Apply via our short application form: https://kipark.typeform.com/to/AwkwbnAq. Upload your CV and tell us in a few sentences why you’re interested in this role and in KI Park. We review applications on a rolling basis, so we encourage you to apply early to avoid missing out!

If you have any questions, reach out to Ivana Karavidovic, Community & Event Manager at ivana@kipark.de.

Contact person: Ivana Karavidovic, Community & Event Manager

By internet: https://kipark.typeform.com/to/AwkwbnAq

More information at https://stellenticket.de/208738/HTWB/
Offer visible until 01/01/27