

Legal Operations and Administrative Internship

About the LLI

The Liquid Legal Institute is an open and interdisciplinary platform for promoting a new way of thinking in the legal sector. Digitalization, new business models and technological innovations are currently changing all major industries worldwide. However, the legal sector has not yet benefited sufficiently from these trends, and we want to change this.

About the role

We are looking for someone to support us in the **operational and administrative work** of our institute. You will work with open minded people and have access to a network of around 400 members. Your ideas and creativity are needed to form the organization.

You will support the LLI with the following activities:

- Business development in a self-organized and dynamic environment
- Stay in touch with the LLI board in regular Meetings
- Get to know new members and support them during and after onboarding
- Support LLI in organizational and administrative tasks
- Improve institute's existing IT structure
- Develop and implement new IT structures
- Bring and drive forward your own project ideas within Legal Innovation

Your profile

Essential skills/experience/motivation:

- Interested in business development within the legal industry
- Interested in organizational and administrative tasks
- Interested in working agile
- Self-motivated and able to work independently
- Fluent English
- Excellent writing and communication skills
- Good time management and ability to work to deadlines
- Excellent MS Office 365 skills

- Confidence in taking decisions and making recommendations
- Good understanding of or willingness to learn about organizational and support tools
- Creativity and out-of-the-box thinking

Desirable skills/experience:

- Experience working within an MS Teams environment
- Experience working with agile work tools like Azure DevOps
- Experience working with automation tools like MS Power Automate
- German language skills

Timetable

We are accepting applications for a start date of 1st September 2021.

Early applications are encouraged.

Remuneration & time commitment

- €450 per month (German “Mini-Job”)
- Part-time role of 9 hours per week, including attending twice-weekly operations calls on Tuesdays and Thursdays at 12:30 German time

Location

- Remote working (e.g., work from home)

How to apply

Please submit your CV and cover letter to administration@liquid-legal-institute.org. Please include in your cover letter a review of why you are applying, why you are suitable for the role and what your availability is.