

# Community & Events Support Intern (Dutch-speaking)

**Location:** Amsterdam/Rotterdam (hybrid)

**Duration:** September 2025 – February 2026 (6 months, full-time)

**Compensation:** €500/month (BSc) or €750/month (MSc)

**Application link:** <https://forwardinc.typeform.com/to/Le00mtnh>

**Language requirement:** Dutch & English fluency required

## About Forward·Inc

Forward·Inc is an Amsterdam-based, internationally operating organization that empowers newcomers with a refugee background to launch, grow, and sustain their own businesses. We believe in the untapped potential of refugees and the power of entrepreneurship to create lasting social and economic inclusion.

## About the Role

We're looking for a proactive, **hands-on executor** who is excited to bring our **online community to life**. You'll work closely with our **Community & Events Manager** to help implement Forward·Inc's Dutch community engagement and events strategy, focusing on activating our Slack community, running internal communications, and supporting smooth, well-organized events.

This role is perfect for someone who is digitally fluent, organized, comfortable around all kinds of people, and excited to work at the intersection of entrepreneurship, impact, and inclusion.

## Key Responsibilities

### Community Engagement Support (Main focus)

You'll play a key role in executing our community engagement strategy, with a special focus on activating our Slack community, keeping alumni connected, and supporting internal communication flows that help the team stay aligned and the community stay engaged.

Your responsibilities will include:

- Hands-on execution of our engagement plan on Slack: sparking conversations, sharing updates, and celebrating community wins.
- Supporting community activations and internal campaigns (e.g., surveys, events, shout-outs).
- Helping draft, schedule, and share internal newsletters, community spotlights, and key updates.
- Supporting event-related communication and logistics, from RSVPs to post-event follow-ups.

## Events Support

- Assist with planning and delivering both **in-person and online events** (e.g. community meetups, networking sessions, alumni calls)
- Handle event logistics such as guest communication, set-up, materials, and follow-up
- Work cross-functionally with Program, Marketing & Business Development teams
- Keep timelines, checklists, and attendance lists up to date

### NL-based Entrepreneur Recruitment

- Support our outreach to Dutch-based refugee communities and newcomers interested in joining Forward·Inc's entrepreneurship programs.
- Help us connect with community centers, AZCs, and local organizations by preparing and sharing materials (also in Dutch if needed).
- Support our team at on-site recruitment visits and events (sometimes representing Forward·Inc directly).
- Identify key platforms, networks, or events where we should promote our programs.

### You Are...

- **Digitally fluent** (Slack, Canva, Google Drive, Typeform – bonus: WordPress, Mailchimp, Monday.com)
- **A communicator** who enjoys connecting with people from different cultures
- **Organized and proactive**, you don't wait to be told what to do, you get things moving
- **Fluent in both Dutch & English**
- **Excited about entrepreneurship** and supporting refugee talent
- Comfortable in both professional settings and more informal community spaces
- Open to traveling between our Amsterdam and Rotterdam hubs (we work hybrid: 2 days in office, 3 days remote)

### Nice to Have

- Experience working with newcomers or within social impact/NGO spaces
- Event organization experience
- Background in communication, event management, or social/community studies
- Not your first internship, you're ready to deliver, not just learn

### What You'll Get

- A 6-month paid internship in a mission-driven, internationally diverse team
- Full ownership over real responsibilities — you'll be **making things happen**
- Networking opportunities with refugees, partners, and top organizations in the ecosystem
- Room to grow, experiment, and bring your ideas
- A meaningful experience where **community building and impact go hand-in-hand**

### Ready to help make our community thrive?

👉 Apply here: <https://forwardinc.typeform.com/to/Le00mtnh>

Questions? Reach out to Mieke@newcomersforward.com