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Betreff: [OSI-liste] GMF Internship
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Title: Intern, Berlin Program (Winter 2018)
Location: Berlin, Germany
Reports to: Deputy Director Berlin Office
Application Deadline: December 8, 2017

Job Summary:

The German Marshall Fund of the United States (GMF) strengthens transatlantic cooperation on regional, national, and global challenges and opportunities in the spirit of the Marshall Plan.

GMF does this by supporting individuals and institutions working in the transatlantic sphere, by convening leaders and members of the policy and business communities, by contributing research and analysis on transatlantic topics, and by providing exchange opportunities to foster renewed commitment to the transatlantic relationship.

The Berlin office is seeking an energetic and detail-oriented intern, interested in diplomacy and transatlantic relations. The internship will focus on gaining in-depth knowledge of the foundation and

offers an ideal opportunity to acquire substantive professional experience for those interested in a career in public policy or international affairs.

Key Areas of Responsibility

- Supporting the program staff in a variety of tasks such as conducting research on current political events (German & U.S. politics) and developments (digital topics, innovation)
- Assisting in event planning and event implementation
- Adding new entries to database.(training will be provided)
- Various administrative tasks
- Perform other duties as assigned

Qualifications and Requirements

- Excellent research and writing skills
- Great organizational skills with attention to detail and the ability to work well under pressure
- Strong interest in transatlantic relations
- Good knowledge of Microsoft Word, Excel and Outlook
- Confident communicating with high level contacts
- Comfortable working independently and as part of a team
- Available for event support in the evening (1-2 per month)
- Fluency in English and German required

Start and Length of Internship

Preferred starting date: January 2018
Preferred length of internship: 3 months

While this internship is unpaid, we offer access to our expansive network and two vacation days per month.

Application Process

To be considered for this position, please submit your cover letter and current resume (**as one document**) via our website <http://www.gmfus.org/careers> by December 08 (cob cet), 2017. Due to the high volume of responses, we will only contact candidates of interest.

GMF is an Equal Opportunity Employer.