

Von: [Stefan Goebel](#)
An: osi-liste@lists.fu-berlin.de
Betreff: [OSI-liste] Internship GMF Berlin Europe Program-Migration
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Title Intern (full time), Europe Program-Migration

Location: Berlin, Germany

Reports To: Program Officer, Europe Program; Migration Fellow, Europe Program

Job summary:

The GMF Berlin office is seeking a young professional with a background in administrative sciences, event management, communications, or another related field, ideally with an interest in migration and integration policy. The intern will support the migration team with the planning and implementation of a project related to migration and integration issues with German, Moroccan, and Turkish stakeholders. The intern will support the program partners in all areas of project management, including logistical support and communications.

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.

In addition, GMF supports a number of initiatives to strengthen democracies. Founded in 1972 as a non-partisan, non-profit organization through a gift from Germany as a permanent memorial to Marshall Plan assistance, GMF maintains a strong presence on both sides of the Atlantic. In addition to its headquarters in Washington, DC, GMF has offices in Berlin, Paris, Brussels, Belgrade, Ankara, Bucharest, and Warsaw. GMF also has smaller representations in Bratislava, Turin, and Stockholm.

The internship offers an ideal opportunity to acquire substantive professional experience working in an international, knowledge-sharing environment with world experts on political issues and on migration policy.

Key Areas of Responsibility:

- Logistical and administrative support to program partners;
- Support with planning and implementation of a study tour;
- Gathering and organizing logistical information for high level stakeholders;
- Composition and editing of French correspondence.

Qualifications and Requirements:

- Fluency and excellent writing skills in French, fluency in English and German preferred;
- An undergraduate or graduate student pursuing a degree in public administration, event management, communications or related field;

- Excellent organizational skills combined with the ability to work well under pressure;
- Excellent analytical and writing skills;
 - Ability to work independently and as part of a team;
 - Ability to multi-task and support several small to medium-sized projects;
 - Knowledge of or interest in migration/integration policy issues;
 - Good knowledge of Microsoft Word, Excel and Outlook;

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Start and Length of Internship:

Preferred starting date: May 2, 2017

Preferred length of internship: 3 months as a voluntary internship or longer as a mandatory internship (specified and required in the conditions of study of your faculty)

Compensation: 450€/month

Please note that non-EU-citizens need to be in possession of a work permit.

Application Process:

To be considered for this position, please submit your cover letter and current resume (**as one document**) to Jessica Bither jbither@gmfus.org by March 23, 2017.

Due to the high volume of responses, we will only contact candidates of interest.

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