

**Title** Intern (full time), Mercator European Dialogue

**Location:** Berlin, Germany

**Reports To:** Program Officer, Mercator European Dialogue

**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.

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 Berlin office is seeking a student, with a background and interest in European politics, political science, international relations, or another related field. The intern will support the Mercator European Dialogue project, which is organized in a consortium of European think tanks and foundations. The dialogue project aims at encouraging and growing a European network of national parliamentarians. For members of parliament the Mercator European Dialogue is an important opportunity to exchange their ideas on the future of Europe, get to know colleagues from other countries, and channel national concerns to the European level and better understand emerging trends. The exchange of ideas is enhanced by innovative workshop formats in order to ensure a high level of interaction and dialogue. The intern will support the project partners in all areas of project management, including logistical support and providing background research.

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 high-level political stakeholders.

**Key Areas of Responsibility:**

- Logistical and administrative support with planning and implementing of workshops
- Conducting background research for conference materials and policy briefs on EU affairs
- Monitoring national politics and EU affairs

**Desired Qualifications and Requirements:**

- A student with a background in EU affairs, international relations, political science, public administration, political communication or related field
- Excellent organizational skills combined with the ability to work well under pressure
- Excellent analytical and writing skills
- Intellectual curiosity and the ability to work independently and as part of a team in a fast-paced environment
- Knowledge or interest in European politics
- Good knowledge of Microsoft Word, Excel and Outlook.
- Fluency in English and German. Knowledge of other European languages, in particular French, is an advantage.

**Start and Length of Internship:**

Preferred starting date: April 18, 2017

Preferred length of internship: 3 months as a voluntary internship, full time

Compensation: 450€/month

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

**Application Process:**

To be considered for this position, please submit your cover letter and current resume (**as one document**) to Lena Exner at [lexner@gmfus.org](mailto:lexner@gmfus.org) by April 4, 2017. Due to the high volume of responses, we will only contact candidates of interest.

***GMF is an Equal Opportunity Employer.***