

**Von:** [Stefan Goebel](#)  
**An:** [osi-liste@lists.fu-berlin.de](mailto:osi-liste@lists.fu-berlin.de)  
**Betreff:** [OSI-liste] GMF Berlin - Program Assistant, Europe Program  
**Datum:** Donnerstag, 20. April 2017 12:53:29  
**Anlagen:** [ATT00001.txt](#)

---

**Title:** Program Assistant, Europe Program

**Location:** Berlin, Germany

**Reports To:** Director, Berlin Office & Europe Program

**Closing date:** May 12, 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.

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.

This position will work with GMF's Europe Program. The Europe program examines the internal and external challenges facing European states and the European Union, and how they engage with domestic politics, the broader European neighbourhood, and international issues. GMF does this through a combination of initiatives on both sides of the Atlantic, including large and small convening, regional seminars, study tours, paper series, and polling, briefings, and media interviews. The Program is led by Thomas Kleine-Brockhoff, Director Berlin Office & Europe Program. The group of GMF experts involved in the project consists of several Transatlantic Fellows as well as program staff on both sides of the Atlantic.

The program assistant will report to the Director of the Europe Program and will interact with members of senior staff and members of other programs/projects, and Fellows. S/he will provide intellectual, and program implementation support for the Europe Program. S/he will also provide administrative support, including drafting correspondence, and researching material for journal and newspaper articles. S/he will be responsible for the program's finances, including the program's budget, expenses, grants, and partnership agreements.

The program assistant will also be assigned responsibility for key portions of major projects and events. These tasks may include travel. S/he will liaise with third-party contacts in order to plan, arrange, and carry out events and projects.

The program assistant will also oversee the administrative aspects of the Europe Program. These duties will include supervising the Project's interns, overseeing the production and printing process of the Project's publications, and assisting with internal GMF activities.

### **Key Areas of Responsibility:**

- Conducting background research and writing internal memos for the Europe Program;
- Providing administrative support to the Director of the Europe Program and the Europe Program team;
- Monitoring and preparing the annual Europe Program budget, maintaining a spending and revenue plan
- Gathering and organizing logistical information for events and seminars;
- Preparing talking points and preparatory materials for Directors' speaking and conference engagements;
- Providing event support (both planning and on-site logistical support); and
- Other duties to include database entry and administrative tasks.

### **Qualifications and Requirements:**

- A student or recent graduate with a background in EU affairs, international Relations, political science, economics, or another related field.
- Have excellent analytical and writing skills, as well as previous research experience.
- Excellent organizational skills combined with the ability to work well under pressure
- Be creative, self-directed, and responsible.
- Be comfortable multi-tasking, as well as working independently and as part of a team in a fast-paced environment.
- Ability to support several small to medium-sized projects in addition to working on long-term research projects.
- Knowledge or interest in European politics
- Good knowledge of Microsoft Word, Excel and Outlook.
- Fluency in English and preferably German. Knowledge of other European languages is an advantage.

### **Start and Length of Internship:**

Preferred starting date: June 1, 2017

Contract period: 2 years

Compensation: 1300€ gross/month at 20 hours/week

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

### **Application Process:**

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

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