

Title: Intern, Development & Partnerships (Autumn 2015)

Location: Berlin, Germany

Reports to: Director Development & Partnerships

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 young academic, ideally engaged in Political Science, International Relations, or another related field. The internship will focus on gaining in-depth knowledge of the foundation. S/he will assist the program staff with a variety of tasks.

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

Key Areas of Responsibility

- Supporting the Director, Development & Partnerships in a variety of tasks such conducting research on existing and new donors, drafting talking points for meetings, assisting in scheduling appointments.
- Maintaining the Berlin office database.
- Various administrative tasks.
- Perform other duties as assigned.

Qualifications and Requirements

- Candidate pursuing a degree in Political Science, International Relations, or another related field.
- Excellent organizational skills with attention to detail and the ability to work well under pressure.
- Comfortable communicating with high level contacts.
- Good knowledge of Microsoft Word, Excel and Outlook.
- Comfortable working independently and as part of a team.
- Fluency in English and German required.

Start and Length of Internship

Preferred starting date:	August/September 2015
Preferred length of internship:	3 months as a voluntary internship, preferably 6 months as a mandatory internship (specified and required in the conditions of study of your faculty)
Compensation:	Unpaid. EU-students might be eligible for Erasmus+ or other external grant funding: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

Please note that Non-EU-citizens need to either have a student status or already 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 sgoebel@gmfus.org. Due to the high volume of responses, we will only contact candidates of interest.

GMF is an Equal Opportunity Employer.