

Title: Intern, Transatlantic Leadership Initiative (Autumn 2015)

Location: Berlin, Germany

Reports to: Program Officer

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.

GMF's Transatlantic Leadership Initiatives (TLI) department seeks an energetic and detail-oriented intern to work on fellowship and alumni programs for emerging leaders from the United States and Europe. The programs include the Marshall Memorial Fellowship (MMF), Manfred Wörner Seminar (MWS), Transatlantic Inclusion Leaders Network (TILN), and alumni programs targeting these groups.

Interest in the programs and priorities of the German Marshall Fund is essential. The position is open to qualified candidates who possess strong writing and organizational skills, as well as an interest in transatlantic relations.

The Transatlantic Leadership Initiatives internship is unpaid but offers an ideal opportunity to acquire substantive professional experience for those interested in a career in public policy or international affairs.

Our office is located on Potsdamer Platz with good public transportation access. GMF offers a stimulating, supportive work environment.

Key Areas of Responsibility:

- Support the nomination and selection process for the Marshall Memorial Fellowship
- Assist with coordinating alumni conferences and events, including the Bilbao Urban Innovation Leadership Dialogue (BUILD)
- Maintain the TLI database and manage the departmental email account
- Provide administrative support to TLI Staff
- Other duties as assigned

Qualifications and Requirements:

- Excellent communication and writing skills.
- Comfortable communicating with high level contacts within the network.
- Strong computer skills and comfortable using the MS Office Suite.
- Experience in web writing/design and online communications.
- Excellent organizational skills and attention to detail.
- Background/interest in diplomacy, transatlantic relations, or fellowship programming.
- Interest in the programs and priorities of the German Marshall Fund.
- Knowledge of a European language is preferred.

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.