

Title: Student Assistant (part time), Leadership Programs

Location: Berlin, Germany

Reports To: Head of Membership & Development, Leadership Programs

Application deadline: Aug 20, 2021 (cob CEST)

Job summary:

The German Marshall Fund of the United States (GMF) is a non-partisan policy organization committed to the idea that the United States and Europe are stronger together. GMF champions the principles of democracy, human rights, and international cooperation, which have served as the bedrock of peace and prosperity since the end of World War II, but are under increasing strain.

GMF works on issues critical to transatlantic interests in the 21st century, including the future of democracy, security and defense, geopolitics and the rise of China, and technology and innovation. By drawing on and fostering a community of people with diverse life experiences and political perspectives, GMF pursues its mission by driving the policy debate through cutting-edge analysis and convening, fortifying civil society, and cultivating the next generation of leaders on both sides of the Atlantic.

Leadership Programs

GMF's Leadership Programs promote leadership development through Fellowships, enrichment seminars for the 4000 -strong alumni network, action grants awarded to alumni teams, the triennial alumni leadership retreats, and newly enhanced digital network and distance learning. The leadership fellowships include the Marshall Memorial Fellowship (MMF), Transatlantic Inclusion Leaders Network (TILN), and Manfred Wörner Seminar (MWS), Policy Designers Network (PDN) and Leadership Lab (LL). All fellowships are driven by the belief that successful leaders recognize the value of collaboration - both to meet their own professional objects and to forge partnership that develop sustainable solutions to global problems.

GMF's Leadership Programs department seeks an energetic and detail-oriented student assistant to support our work on fellowship and alumni programs for leaders from the United States and Europe. The programs include five fellowship programs, and alumni activities targeting these groups.

Key Areas of Responsibility:

- Support the nomination and selection process for the Marshall Memorial Fellowship including communication with high level stakeholders, colleagues across GMF's offices, and applicants as well as logistical support for the in-person interview meetings
- Assist with logistics, coordination & implementation of fellowship programs and alumni events,
- Provide administrative support to LP staff, including budget oversight and financial tracking.
- Assist with reporting needs for external funders
- Assisting in the relationship management with members of the Alumni Leadership Council
- Liaising with other GMF wide teams
- Maintain the LP database
- Other tasks as assigned

Qualifications and Requirements:

- A student or recent graduate with a background in international business administration, communication, or international studies
- Commitment to GMF's mission on strengthening transatlantic relations
- Excellent organizational skills with attention to detail combined with the ability to work well under pressure of deadlines
- Excellent analytical and communications skills
- Ability to work independently and as part of a team.
- Knowledge of and interest in, alumni networks, leadership development, fundraising and communications
- Excellent knowledge of Microsoft Word, Excel, PowerPoint, Outlook as well as social media channels.
- Fluency in English and German required.

Start and Length:

Preferred starting date: September 15 or October 1, 2021

Duration: 12 months

Compensation: 800,00€/month at 20 hours/week

Please note that Non-EU-citizens need to either have a student status or already 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**) via our website <http://www.gmfus.org/careers>. Due to the high volume of responses, we will only contact candidates of interest.

GMF is an Equal Opportunity Employer.