

Title: GMF Warsaw Office Intern

Location: Warsaw, Poland

Reports To: Program Assistant

Job Summary:

The German Marshall Fund of the United States is looking for a highly motivated Intern (full time) for its developing office in Warsaw, Poland. The Intern will report to Program Coordinators and Senior Management as required, and will provide support for all programmatic functions of the Warsaw office, including research, event management, database management, and administrative support. This position involves working in an intensive and highly entrepreneurial environment that requires both individual initiative and close cooperation with the GMF staff in other European GMF offices.

About Us:

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, Warsaw, and Tunis. GMF also has smaller representations in Bratislava, Turin, and Stockholm.

Key Areas of Responsibility:

The intern will:

- Assist in research conducted by GMF's Warsaw staff.
- Utilize InterAction software application to perform data entry, data updating, data management, and data analysis.
- Provide logistical and organizational event support.
- Deliver administrative support to staff as needed.

STRENGTHENING TRANSATLANTIC COOPERATION

- Arrange key staff members' international and domestic travel logistics.
- Facilitate cooperation with other think-tanks.
- Evaluate each meeting or activity that has been planned and conducted.
- Prepare reports from internal/external meeting, events, and conferences.
- Track the office's opportunities of key issues for the office.

Qualifications and Requirements:

- Strong interest in and working knowledge of European and transatlantic policy issues with Central European regional dimension.
- Strong candidates will be Master's Degree students in international relations, political science, or economics.
- Fluency in English required. Knowledge of one or more European languages highly desired.
- Excellent writing, communication, and research skills required.
- Self-starter with the ability to meet rapid, multiple deadlines in a fast-paced, international, and team-orientated environment.
- Flexibility to handle diverse administrative tasks.
- Time commitment of approximately 30-40 hours a week.

Application Process:

To be considered for this position, please submit a cover letter and current resume (as one document) by applying at <https://home2.eease.adp.com/recruit/?id=10746862>. Due to the high volume of responses, only candidates of interest will be contacted.

GMF is an Equal Opportunity Employer.