

Warsaw, November 25, 2014

**Re.: Erasmus+ - GMF offer**

**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 Warsaw office is GMF's newest European office, established in May 2011. The office's mission is to serve as a forum and source of ideas for strengthening transatlantic cooperation, with particular focus on issues critical to Poland and Central Europe. The office is led by Michał Baranowski and focuses on U.S.-European relations, Central and Eastern Europe, transatlantic security issues, the EU's Eastern Partnership, and energy.

GMF has a long history of engagement with Poland, including grants to Polish organizations since 1990, the participation of many distinguished Poles in GMF's Marshall Memorial Fellowship Program and other programming such as Brussels Forum, and Poland being a key country in the annual Transatlantic Trends survey.

For more information please visit: [www.gmfus.org](http://www.gmfus.org)

On a regular basis, the GMF Warsaw office opens calls for applications for Intern positions to support office programming.

The GMF Warsaw office Internship Program offers an unparalleled opportunity for undergraduate and graduate students to work on projects pertaining to foreign and security policy within the transatlantic and Eastern European context. In this capacity, they will have a chance to work closely with GMF's international staff, as well as Polish and U.S. officials, on matters related to strengthening transatlantic cooperation. The internship with the Warsaw office is an exceptional educational and experiential challenge, providing unmatched professional experience and development opportunities.

The internship components include: research, event management, and administrative and program support. Each component is designed to provide a balance of both long and short term projects that allow staff needs to be met and ensure interns feel like valued members of the team and receive beneficial training for their future careers.

As part of the GMF Warsaw office Internship Program, participants will:

- Gain practical, professional knowledge on transatlantic policy issues;
- Enrich academic experience;
- Be provided with an occasion to prepare themselves for future opportunities in their professional careers;
- Establish a network of contacts with specialists active in their field of interests.

#### **Requirements that candidates should follow to apply for the internship**

- Excellent analytical and writing skills;
- Excellent written and oral communications skills in English;
- Proficiency with Microsoft Office;
- Comfortable multi-tasking, and working independently and as part of a team;
- Preferably an undergraduate or graduate student pursuing a degree in International Relations, International Development, Regional Studies, Economics;
- Interest in the programs and priorities of GMF;
- Strong interest in transatlantic policy issues;
- Previous experience in a think tank, foundation, NGO, government body, media outlet, or similar organization will be an advantage;
- Good interpersonal skills and ability to work in a multicultural environment;
- EU citizenship.

#### **Key areas of responsibilities**

##### Research

Assist staff members to conduct research across a range of topics for proposals, policy papers, presentations, etc.

##### Event management

Assist with the planning and execution of the GMF Warsaw office events. Duties include: drafting invitations, collecting RSVPs, printing event documents, answering participants' questions, greeting guests, registering attendees, setting up/tearing down the room and catering, taking notes, and writing the event write-up, etc.

##### General administrative support

Perform general administrative tasks to ensure and improve the functionality of the office's day-to-day program activities. Tasks may include using inter-action application (a database): data entry and

maintenance, filing, copyediting; providing administrative support to staff as needed; arranging international and domestic travel logistics for key-staff; cooperating with other think-tanks, etc.

Preferred length of an internship is 2-3 months with a commitment of at least 35 hours per week during the standard hours (Monday-Friday 9am-5pm). In case there are two interns hired at the same time a commitment of app. 20-25 hours per week during the standard hours (Monday-Friday 9am-5pm) would be expected. At a minimum, eight (8) weeks must be completed and it must be completed within the time frame of one of the following application seasons:

- a. Summer – June, July,
- b. Fall – September, October, November,
- c. Winter – December, January, February,
- d. Spring – March, April, May.

In some cases (*a decision shall be made at the discretion of GMF*), a training allowance may be provided to assist with accommodation and subsistence costs.

For more information please contact:

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