



## **Internship Announcement at Civil Society Forum e.V.**

[Civil Society Forum e.V.](https://csf-ev.org) is looking for two communications interns (on-site). The appointment will be from 1 April till 28 June 2023 and from 1 July 2024 till 27 September 2024 respectively. The office is based in Berlin, Germany.

The Civil Society Forum is a network of non-governmental organisations working across Wider Europe. Our vision is to build a civil society beyond borders across the <https://csf-ev.org>/entire continent. Established in 2011 as a bottom-up, non-partisan civic initiative, the Forum serves as a platform for joint activities, common positions, support, solidarity, and civic influence on policy- and decision-making at the (inter)governmental level. The Civil Society Forum aims to build bridges between civil societies, based on shared values of pluralistic democracy, rule of law, human rights, social and climate justice.

### **Job summary:**

This position is part-time (32 hours per week). Strong commitment and availability for the entire internship period are pre-requisites for applying.

The interns will be mostly responsible for:

- Event preparation and logistics – online, offline, hybrid (invitations, preparation of information packages for participants, PR tasks, preparing presentations, evaluation forms, developing templates, etc.)
- Communications with audience base coming from all over Wider Europe
- Drafting of media releases and messages
- Updates of electronic databases
- Posting of news, photos and other content to the websites & social media
- Translation of various documents – news, statements, policy papers, etc.
- Protocolling of important meetings
- Conducting official correspondence with appropriate contacts – participants of CSF events (e.g. speakers, participants, media, etc.)

### **Requirements / Job Qualification:**

- Enrolment at an EU university for the entire duration of the internship according to the requirements of German legislation
- Experience in the field of PR and communications and / or related studies
- Experienced social media user
- Ability to prioritise and plan effectively, showing both responsibility and engagement
- Initiative and the ability to work both in a team and on your own initiative
- Strong problem-solving abilities, organisational and events management experience desirable
- Excellent English and Russian skills, knowledge of German desirable
- Wordpress experience is an asset
- Readiness to duly register with employment and tax authorities in Germany – if not happened before (guidance and assistance provided)

**We offer:**

- 3 months position (32 hours per week) with work starting on 1 April 2024 or on 1 July 2024
- Interesting job in a growing and innovative NGO
- Friendly working atmosphere and competent multicultural staff
- Monthly compensation of EUR 450 gross (all the costs – accommodation, board, possibly relocation costs, etc. – are borne by an intern or the sending organisation)

**How to apply:**

Please send your application **until 29 February 2024** (letter of motivation and CV) to Andrew Wilkin at [communications@csf-ev.org](mailto:communications@csf-ev.org).

Interviews will take place on 6 and 7 March 2024 in Berlin or via Zoom. The introduction of work will take place in the first calendar week of April 2024 or in the first calendar week of July 2024.