



Student Assistant (Projects and Events) at at Civil Society Forum e.V.

Civil Society Forum e.V. is looking for a student assistant (on-site) in Berlin, Germany. Applications are accepted till May 11.

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 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

Are you passionate about human rights—and have an interest in working in social impact-driven events? We are looking for a motivated and proactive student to support the Civil Society Forum in organising a variety of international activities, including our Annual Conference, public events for civil society and the ongoing Berlin Hub project. The role involves supporting the Programmes Lead with the planning, coordination and implementation of events, as well as contributing to the daily operational work of the programmes.

Key responsibilities

- **Support the organisation of events, including planning, logistics, communication and coordination**
Contribute to the end-to-end design and delivery of events in both in-person and online formats. This includes shaping the flow and agenda of sessions, coordinating timelines and ensuring a smooth participant experience. You will be involved in preparing and structuring interactive formats, supporting the technical hosting of online sessions and co-facilitating meetings, gaining hands-on experience in event design and facilitation practices.
- **Assist in the implementation of CSF events and activities (organisational, technical and logistical tasks)**
Provide practical support in delivering programmes and events, from coordinating with venues and managing participant logistics (e.g. travel arrangements and registrations) to liaising with experts, facilitators and partners. You will help ensure that all operational aspects run efficiently, contributing to the overall quality and impact of each activity.
- **Prepare simple presentations, visuals, and digital boards for online events**
Support the creation of engaging and interactive materials for workshops and sessions, including presentations and collaborative digital boards (e.g. Miro or similar tools). You will

learn how to design content that facilitates participation, co-creation and knowledge exchange in digital environments.

- **Support communications with participants and partners**
Assist in maintaining clear and consistent communication with a diverse network of participants, partners and stakeholders. This includes drafting emails, coordinating information flows and engaging in internal and external communication channels, contributing to strong working relationships across teams and organisations.
- **Assist with ongoing operational and administrative tasks**
Support the day-to-day running of projects through a range of administrative activities, such as preparing basic financial and logistical reports, maintaining participant data and ensuring proper documentation of processes and outcomes.
- **Co-facilitate and host meetings with partners, including technical co-hosting of online events**
Take an active role in supporting and gradually leading parts of meetings and workshops. This includes managing digital tools, supporting facilitation processes and ensuring smooth technical delivery of online sessions, while developing your own facilitation and hosting skills.
- **Participate in stakeholders' events, and organise presentations and visibility activities for projects**
Engage in external events and contribute to showcasing project activities and results. You may support the preparation of presentations and materials, gaining exposure to stakeholder engagement and communication practices within an international context.

What we are looking for

- You show motivation, openness and willingness to learn
- You are organised, proactive and adaptable
- You communicate clearly and work well with others
- You are comfortable in a dynamic working environment
- You have some experience or interest in event management and project coordination
- You have basic skills in design tools such as Canva, PowerPoint, Miro, Figma (etc.)
- You are fluent in English. Other languages, particularly German and Russian, are a plus

We offer

- Part-time position up to 20 hours per week according to German student employment regulations
- Contract for eight months with possibility of extension (from May 2026 on)
- Competitive student salary (1400 EUR a month Brutto)
- Office in Berlin, situated in the Wedding district
- Practical experience and learning opportunities in the civil society sector
- Opportunity to build a professional portfolio and work in an international environment

Who is eligible

Students currently enrolled at a university based in Berlin (humanities, social sciences, communications, or related fields). Applicants must be available to work on-site in Berlin.

Former participants of Civil Society Programs, European Solidarity Corps, SALTO Youth, or similar programs are strongly encouraged to apply.

Commitment to inclusion

We encourage applications from individuals of diverse backgrounds and lived experiences.

We particularly welcome candidates who identify as BIPOC, LGBTQIA+, have migration backgrounds or come from under-represented cultural communities. Diversity is an important part of our work and team.

How to apply

Please send your CV, a short motivation letter and one recommendation letter (from a colleague, university contact or other reference).

For questions, please contact: info@csf-ev.org with the subject till May 11, 2026: Student Assistant (Project & Events)