

## **OPEN CALL: STUDENT ASSISTANT**

**The non-partisan Schwarzkopf Foundation Young Europe is looking for a student assistant to work in the administration of the seminar programme starting from 28<sup>th</sup> of January 2019 for 20 hours per week. Workplace is Berlin.**

The non-partisan Schwarzkopf Foundation Young Europe was founded in 1971 in Hamburg. Its mission is to empower young people from all backgrounds to be active European citizens who contribute to a pluralistic, democratic society through their engagement and opinions, leading to mutual understanding, solidarity and peaceful collaboration across Europe. The seminar programme supports and advises young multipliers in creating their own inclusive and diversity-oriented peer projects. Within the peer project Understanding Europe we bring the dialogue on Europe to the classroom in 14 countries in Europe. The project is implemented together with the European Youth Parliament.

We are looking for a student who would like to gain relevant experience in a non-profit-organisation, running an educational programme for young people all over Europe.

### **Your tasks**

- Support for the coordination and community management of 14 project regions and their volunteer teams
- Organisation and participant management for transnational training weekends and webinars
- Administrative support for financial controlling and reporting to project partners
- Coordination of seminar material translation and material adjustments

### **Your profile**

- Student with valid matriculation until 31<sup>st</sup> of December 2019
- Basic experience in office-related tasks and MS-Office applications
- Independent and thorough work ethic
- Very good knowledge of English, German is an advantage
- Experience with Adobe Indesign and Photoshop (desired, not obligatory)
- Previous experience in Understanding Europe or the European Youth Parliament (desired, not obligatory)
- Flexibility and motivation to work in a team

*The foundation would like to explicitly motivate interested people with a migration history and/or international background to apply for the position.*

### **We offer**

A young, dynamic and international working environment in the center of Berlin. The working time for student assistant is 20 hours per week with an hourly salary of 11 EUR before taxes. The position will start on 28<sup>th</sup> of January, or, depending on the applicant's availability but no later than 18<sup>th</sup> of February 2019, with a limited duration until 31<sup>st</sup> of December, 2019 (prolongation possible).

We look forward to your application until the 7<sup>th</sup> of January, 2019 via [www.schwarzkopf-stiftung.de/en/jobs-requests-for-proposals/](http://www.schwarzkopf-stiftung.de/en/jobs-requests-for-proposals/)

Selection interviews will be scheduled on 15<sup>th</sup> and 16<sup>th</sup> of January, 2019 in Berlin. Travel costs can only be covered upon previous agreement. Online interviews will be possible.

For questions please contact Kerstin Eckart ([k.eckart@schwarzkopf-stiftung.de](mailto:k.eckart@schwarzkopf-stiftung.de)).