

G | M | F The German Marshall Fund
of the United States
STRENGTHENING TRANSATLANTIC COOPERATION

Internship Program

GMF Warsaw Office

The German Marshall Fund of the United States

The German Marshall Fund of the United States (GMF) is an American public policy and grantmaking institution that focuses on strengthening 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.

GMF Warsaw office's mission

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 Eastern Europe.

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

The GMF Warsaw office - Paid Internship Program

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.

The Internship Program is to be overseen by a Program Coordinator who will serve as an intern's immediate supervisor. Through regular meetings/conversations with their interns, each Program Coordinator will manage the workload, personalize the program in order to be responsive to the needs of each intern. These meetings/conversations will also provide a space for both supervisors and interns to raise concerns and provide feedback.

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.

Online application process

All candidates interested in applying for the GMF Warsaw office Internship Program must begin by visiting the *Career Opportunities* section of www.gmfus.org. They must apply online through the GMF website. All outside applicants will be referred to the website. The application link will only be available when an application process is open.

Selection process

The selection process is based on the following steps:

- Completed applications – the GMF receives the full application package of those eligible;
- Selection – the **GMF staff makes its selection** and then contacts applicants directly for interviews.
 - a. 1st stage –selected applicants are interviewed by the Office Manager and/or a Program Coordinator. At this stage each candidate is required to complete a short writing test (in English).
 - b. 2nd stage – shortlisted candidates may be interviewed by the Director of the GMF Warsaw office.
- Internship offer – the GMF staff makes the final decision and presents final internship offer letters with the tentative start and end dates to selected candidates.

Internship duration

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.

Application processing timetable

	Summer Internship	Fall Internship	Winter Internship	Spring Internship
Application Opens	April 1	July 1	October 1	January 1
Application deadline	April 30	July 31	October 31	January 31
Selection Process – applicants contacted for interviews and receive offers	May 10	August 7	November 12	February 7
Selectees notified of selection	May 15	August 15	November 18	February 15
Official offers of appointment made	May 20	August 20	November 23	February 20
Interns enter on duty	June 1	September 1	December 1	March 1
Internship ends	July 31	November 30	February 28	May 31

On-boarding and orientation process

Each internship begins with an orientation run by the Office Manager. The orientation consists of an official welcome, followed by the HR and IT introductions, and an office facilities tour. Then, each Program Coordinator gives a short presentation of his/her programs and answers questions on their work giving interns an idea of what each Program Coordinator works on.

Off-boarding

Prior to leaving GMF interns will participate in two exit interviews one with the Office Manager and one with a Program Coordinator. Additionally, each intern will be asked to complete an internship evaluation form that asks for more detailed responses about his/her time with the GMF Warsaw office.

Appropriate attire

The GMF does not have an official dress code; however, our area of activities and our mission require that our interns project competence and professionalism. Therefore, the appearance of our interns should also be professional in a way that conveys respect for colleagues, business partners, and the work environment and should not pose a safety or health hazard or distraction from work.