

# Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	The German Marshall Fund of the United States
Address	Pl. Dabrowskiego 1
Postal Code	00-057
City	Warsaw
Country	Poland
Telephone	+48 22 845 63 10
Fax	
E-mail	infowarsaw@gmfus.org
Website	www.gmfus.org
Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	Medium
Year of foundation	1972
Short Description of the Company	<p>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.</p> <p>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.</p> <p>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.</p>
Other	

CONTACT PERSON DETAILS	
Name	Ewa Bławdziewicz
Department / Function	Office Manager, Warsaw
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Direct mobile	
Direct e-mail address	eblawdziewicz@gmfus.org

PLACEMENT INFORMATION	
Department / Function	Warsaw Office / Intern
Description of activities	<p><b>Key Areas of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Assist in conducting research;</li> <li>• Using inter-action application:             <ul style="list-style-type: none"> <li>• Data entry,</li> <li>• Data update,</li> <li>• Data management,</li> <li>• Data analysis,</li> </ul> </li> <li>• Logical and organizational event support;</li> <li>• Administrative support to staff as needed;</li> <li>• Arrangement of international and domestic travel logistics for key-staff;</li> <li>• Cooperation with other think-tanks;</li> <li>• Evaluation of each meeting or activity that has been planned and conducted;</li> <li>• Preparation of reports from meetings/events/conferences held inside/outside the GMF Warsaw office;</li> <li>• Tracking opportunities of key issues for the GMF Warsaw office.</li> </ul>
Duration	2-3 months
Working hours / Weekly working hours	<p>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:</p> <ol style="list-style-type: none"> <li>a. Summer – June, July,</li> <li>b. Fall – September, October, November,</li> <li>c. Winter – December, January, February,</li> <li>d. Spring – March, April, May.</li> </ol>
City	Warsaw
Help with finding accommodation	

Financial contribution	In some cases ( <i>a decision shall be made at the discretion of GMF</i> ), a training allowance may be provided to assist with accommodation and subsistence costs.
Other	

<b>REQUIREMENTS</b>	
Oral and written language skills	Fluency in English is required; Polish is a plus.
Field of study	Preferably an undergraduate or graduate student pursuing a degree in International Relations, International Development, Regional Studies, Economics.
Computer skills	Proficiency with Microsoft Office.
Other	<ul style="list-style-type: none"> <li>• Excellent analytical, writing skills, previous research experience is a plus;</li> <li>• Excellent written and oral communications skills;</li> <li>• Comfortable multi-tasking, and working independently and as part of a team;</li> <li>• Interest in the programs and priorities of the German Marshall Fund;</li> <li>• Strong interest in transatlantic policy issues;</li> <li>• Previous experience in a think tank, foundation, NGO, government body, media outlet, or similar organization will be an advantage;</li> <li>• Good interpersonal skills and ability to work in a multicultural environment;</li> <li>• EU citizenship.</li> </ul>