

Title: Trainee, Transatlantic Leadership Initiatives

Location: Brussels, Belgium

Reports To: Program Coordinator

Job Summary:

The German Marshall Fund of the United States (GMF) seeks an energetic and detail-oriented intern to assist with all aspects of the Transatlantic Leadership Initiatives program (TLI), GMF's premier initiative for emerging leaders from the United States and Europe. This includes fellowship programs such as the Marshall Memorial Fellowship (GMF's flagship leadership program), the Manfred Wörner Seminar, as well as components of GMF's Young Transatlantic Network, and programming for GMF's extensive alumni network.

The position is open to qualified candidates who possess strong writing and organizational skills as well as an interest in U.S.-Europe relations.

Key Areas of Responsibility:

- Editing program materials;
- Drafting features for the website or communication with fellows;
- Assisting with organizing fellowship agendas;
- Providing administrative support to the TLI staff;
- Contributing with various tasks to other GMF programs and Brussels events as needed; and
- Other duties as assigned.

Qualifications and requirements:

An ideal candidate will:

- Have excellent communication and writing skills;
- Be comfortable communicating with high level contacts within the network;
- Be creative, organized, self-directed and responsible;
- Have excellent organizational skills and the ability to work well under pressure;
- Be comfortable working independently and as part of a team;
- Possess a background/interest in diplomacy, transatlantic relations, or fellowship programming; and
- Have interest in the programs and priorities of the German Marshall Fund.

The German Marshall Fund of the United States (GMF) is a public policy and grant making institution dedicated to fostering cooperation between the United States and Europe in the spirit of the postwar Marshall Plan. GMF promotes the study of international and domestic policies, supports comparative research and debate on key issues, and assists policy and opinion leaders' understanding of these issues. For more information see www.gmfus.org.