Talk for The Strategic Convening Job

Job Description:

**Reports To:** Program Coordinator, Strategic Convening

**Description:**

GMF‘s Strategic Convening team in Washington DC seeks an intern to work on the administrative and logistical coordination of organization-wide convening and events. The intern will work closely with all senior GMF staff and provide event assistance and research, logistical and administrative support as needed and irrespective of program.

The intern will also play a part in preparations for GMF’s Brussels Forum an annual event held in Brussels, Belgium. The conference brings together nearly 400 high-level international participants from the world of politics, business, media and ideas to engage in discussion and debate over the issues and opportunities shared throughout the transatlantic community. The intern will work to provide research, logistical and administrative support for the design and implementation of *Brussels Forum.*

The intern will work subsantially with the GMF database will train with our database team.

The Strategic Convening intern can also benefit from the Washington foreign policy environment and attend various foreign policy-related events.

The internship is **unpaid**, but offers an ideal opportunity to acquire substantive professional experience for those interested in a career in foreign policy.

**Key Areas of Responsibility:**

* Maintaining contact database.
* Completing administrative and logistical duties
* Assisting GMF staff with events implementation.
* Preparing briefing materials, program templates and newsletters.
* Assisting with scheduling
* Assisting with research and analysis
* Assisting in research and analysis related to Brussels Forum themes and topics.
* Conducting research on speakers and participants
* Contributing insight into agenda design, session formats and speaker suggestions
* Acting as an internal point of contact for GMF staff
* Coordinating external communications with Brussels Forum participants/speakers
* Maintaining and updating the registration database system
* Assisting with the Brussels Forum website
* Assisting with other administrative and logistical duties as assigned

**Qualifications and Requirements:**

* Fluency in English. Second language skills in French, Dutch (Flemish,) German or a third European language desired, but not required.
* Strong interest in transatlantic policy issues.
* Excellent written and oral communication skills.
* Proficiency with Microsoft Office (Word, Excel, and Outlook) is essential.
* Proficiency in HTML/CSS, Drupal or WordPress a plus but not required.
* Proficiency with Adobe Audition, Photoshop, InDesign and Illustrator a plus but not required.
* Flexibility to multi-task, have an eye for detail, ability to perform under tight deadlines and work independently and responsibly.
* Creativity and problem-solving skills are essential.
* Experience in event management is a plus.
* Good interpersonal skills and ability to work in a multicultural environment.
* Strong attention to detail organized, committed and responsible.

**Start and Length of the Internship**

Preferred start date: September 10, 2018 — Preferred length of internship: 5 months w/ option of renewal

Why am I interested in this role?

Interested in the interaction between the US and Europe, particularly in the complex world order that exists today

Also, I think it sounds like a great opportunity to learn and develop practical experience about the way foreign policy is conducted

Experience in policy community?

Policy research last summer

Organizing

Experience to Stress:

Worked on Event Planning at Environment Virginia

Kept in touch with our volunteers using a voter file

Human Development Conference at Notre Dame

Head of 2 different committees

Abstracts- that was basically coordinating to make sure research was submitted

Liaisons: Basically, in charge of most of the communications between the conference and attendees

So I sent out emails, kept in touch with people, tracked people who dropped out and communicated with other committees to

For that I used

My questions:

Day to day requirements to succeed in this role?

Responsibilities of the intern?

Also, largest question is the professional development opportunities available in this role and potential ability to progress into a full-time role?