



# EU-RUSSIA CIVIL SOCIETY FORUM ГРАЖДАНСКИЙ ФОРУМ ЕС-РОССИЯ

## **Internship Announcement at the EU-Russia Civil Society Forum**

**EU-Russia Civil Society Forum (CSF)** ([www.eu-russia-csf.org](http://www.eu-russia-csf.org)) is looking for two interns who will be based at the CSF Secretariat. The appointment will be from 1 December 2017 till 28 February 2018 and from 1 March 2018 till 31 May 2018 respectively. The Secretariat is currently based at DRA / German-Russian Exchange ([www.austausch.org](http://www.austausch.org)) in Berlin. From January 2018, the place of work will be the EU-Russia Civil Society Forum e.V. in Berlin.

The EU-Russia Civil Society Forum, founded in March 2011 and uniting 156 non-governmental organisations in the EU and Russia, is a platform for cooperation of civil society organisations from Russia and the EU with the purpose to develop common positions, increase cooperation between civil society organisations, coordinate their advocacy activities, and make their voice stronger in interaction with the general public, governments, and other stakeholders. In particular, CSF promotes people-to-people exchanges and solidarity among civil society groups, influences EU-Russia relations, joint projects and solidarity actions among civil society groups. It aims to influence EU-Russia relations for the public benefit in a wide range of public and intergovernmental interactions. The CSF is currently financed by the EU and other governmental and private donors.

### **Job summary:**

This position is full-time (40 hours per week). Ideal candidates would have experiences in the field of PR and communications.

The interns will be mostly responsible for organisational questions of the 8<sup>th</sup> General Assembly (16-18 May 2017, Sofia, Bulgaria, see more at <http://eu-russia-csf.org/home/general-assemblies>) and the preparation of the Forum for Young Professionals “Europe Lab” (July 2018, see more at <http://eu-russia-csf.org/home/projects/europe-lab>):

- Preparation and logistics of the 8<sup>th</sup> General Assembly and the “Europe Lab” Forum (invitations, preparation of participant’s regular information packages, PR tasks, preparing presentations, evaluation forms, developing templates, etc.)
  - Intensive communications with NGOs from 19 countries from EU and Russia – CSF Forum members
  - Drafting of media releases
  - Updates of electronic databases
  - Posting of news, photos, and other content to the CSF website [www.eu-russia-csf.org](http://www.eu-russia-csf.org) and the official “Europe Lab” page, social media marketing
  - Translation of various documents – news, statements, policy papers, etc. – from English into Russian and from Russian into English
  - Protocolling of CSF meetings
  - Conducting official correspondence with appropriate contacts in regard to the 8<sup>th</sup> General Assembly and the “Europe Lab” Forum and PR activities (e.g. speakers, participants, media, etc.)
  - Working in cooperation with the Secretariat’s and office staff, in particular, with the Senior Coordinator for Public Relations
- etc.

#### **Requirements/Job Qualification:**

- Enrolment at an EU university for the entire duration of the internship (master student; person, who has finished his/her bachelor studies and going to start master studies; person writing a diploma, etc.)
- Experience in the field of PR and communications and/or related studies
- Advanced Internet and social media user
- Ability to prioritise and plan effectively, responsibility and engagement
- Initiative and the ability to work both in a team and on your own
- Strong problem-solving abilities, organisational and events management experience desirable
- Excellent English and Russian, knowledge of German desirable, Bulgarian or one of Romance languages is an asset
- TYPO3 experience is an asset

#### **We offer:**

- 3 months position (40 hours per week) with work starting on 1 December 2017 and on 1 March 2018 respectively
- Interesting job in a growing and innovative international project, involving interaction with leading non-governmental actors in the EU and Russia
- Friendly working atmosphere and competent multicultural staff
- Monthly compensation of EUR 350 (all the costs – accommodation, board, possibly relocation costs, etc. - are borne by an intern or the sending organisation)

**How to apply:**

Please send your application **until 31 October 2017** (letter of motivation and CV) to Sergei Tereshenkov, Senior Coordinator for Public Relations of the EU-Russia Civil Society Forum, at [tereshenkov@eu-russia-csf.org](mailto:tereshenkov@eu-russia-csf.org).

Interviews will take place on 3 and 6 November 2017 in Berlin or via Skype. The introduction of work will take place in the first week of December 2017 or in the first week of March 2018 respectively.

**For more information on the work of the EU-Russia Civil Society Forum see:**

[www.eu-russia-csf.org](http://www.eu-russia-csf.org)

**For more information on the work of DRA / German-Russian Exchange see:**

[www.austausch.org](http://www.austausch.org)