



EU-RUSSIA CIVIL SOCIETY FORUM ГРАЖДАНСКИЙ ФОРУМ ЕС-РОССИЯ

Internship Announcement

[EU-Russia Civil Society Forum e.V. \(CSF\)](#) is looking for an intern who will be based at the CSF Secretariat. The internship will last from **May 15th until August 15th, 2019**.

The EU-Russia Civil Society Forum was founded in March 2011 and is currently partnered with 162 non-governmental organisations in the EU and Russia. It is a platform for cooperation between civil society organisations from Russia and the EU with the purpose of developing common positions, designing advocacy activities and strengthening their voice among the general public, governments and other stakeholders. 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). The intern will assist the work of the Operations and Programmes Department of the CSF Secretariat.

Main responsibilities:

- Assist with the organisation of upcoming events such as the [Europe Lab Forum](#) and others activities.
- Support planning and implementation of [re-granting programmes](#) for Forum members and conduct research on future projects and publications such as [The Report on State of Civil Society](#).
- Update information about the projects and programmes on CSF's various online platforms.
- Perform general administrative and office work of the CSF Secretariat.
- Translate various documents from English into Russian and from Russian into English depending on language knowledge.

Requirements:

- Enrollment at an EU university for the entire duration of the internship.
- The ability to work both in a team and on your own.
- Strong organisational skills and interest in project/event management on an international level.
- Excellent English and good Russian; Native English or German and command of other European languages are an asset.

We offer:

- 3 months position (40 hours per week) starting on May 15th, 2019.
- Interesting job in a growing and innovative international NGO involving interaction with leading non-governmental actors in the EU and Russia.
- Friendly working atmosphere and multicultural staff.
- Monthly compensation of EUR 350 (all the costs – accommodation, board, possibly relocation costs, etc. - are borne by the intern or the sending organisation).

How to apply:

Please send your application (letter of motivation and CV) in one pdf **by March 18th, 2019** to Barbara Anna Bernsmeier, Project Coordinator at the EU-Russia Civil Society Forum at barbara.bernsmeier@eu-russia-csf.org

Interviews will take place on **March 25th, 2019** at the Secretariat in Berlin or via online talk.

For more information on the work of the EU-Russia Civil Society Forum e.V. see:

<https://www.facebook.com/eurussiaccsf/>