



EU-RUSSIA CIVIL SOCIETY FORUM ГРАЖДАНСКИЙ ФОРУМ ЕС-РОССИЯ

Internship Announcement

[The EU-Russia Civil Society Forum \(CSF\)](#) is looking for **two interns** who will be based at the CSF Secretariat in Berlin. The internship will **last from May 4th until July 31st, 2020**. The second internship will last from **September 15th until December 11th, 2020**.

The EU-Russia Civil Society Forum was founded in March 2011 and is currently partnered with over 170 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:

- Support the planning and the implementation of programmes such as the [re-granting programmes](#) for Forum members, [Legal Dialogue](#), [Reflecting Europe](#), and publications such as [The Report on State of Civil Society](#);
- Assisting with communication, preparation and implementation of the [annual Europe Lab](#) in July 2020 in the Netherlands;
- Assisting with editorial and translation work involving English and Russian, depending on proficiency level.

Requirements:

- Enrolled at an EU university for the entire duration of the internship (preferably as a compulsory internship as part of one's studies);
- The ability to effectively work both in a team and on your own, organisational skills;
- Interest in project/event management on an international level;
- Excellent English and good Russian; other European languages are an asset.

****For Non-EU applicants – legal permit to stay in Germany throughout the internship duration (90 days).**

We offer:

- 3 month position (40 hours per week) starting either on **May 4th** or on **September 15th**, 2020.
- Professional experience in a growing and innovative international NGO involving interaction with leading non-governmental actors in the EU and Russia.
- Opportunities to engage in civil society and cultural life in Berlin.
- Friendly working atmosphere and multicultural staff.
- Monthly compensation of EUR 350.

How to apply:

Please send your application (letter of motivation and CV) in one pdf **by March 15th, 2020** to Barbara Anna Bernsmeier, Programme Coordinator at the EU-Russia Civil Society Forum at barbara.bernsmeier@eu-russia-csf.org.

Interviews will take place online in the middle of March.

If you have questions regarding the internship please contact us via barbara.bernsmeier@eu-russia-csf.org or + 49 30 4606 4540.