

Project Assistant (Intern)

GLOBSEC is an independent, non-partisan, non-governmental organisation committed to enhancing security, prosperity and sustainability in Europe and throughout the world. As globalisation deepens, the international system is becoming less predictable and more unstable. The post-cold war environment is fading away, the traditional institutional framework is disintegrating, and new non-state actors are on the rise. Technological innovation is quickly disrupting the old dogmas of economies, societies and political order. The world is in turmoil. GLOBSEC can help navigate their uncharted waters. GLOBSEC provides a superior understanding of global trends and their consequences for our society, economy, security and the international community. We generate modern ideas and solutions for a more stable, more prosperous and more sustainable world, by:

RESEARCH - delivering intellectual leadership through world-class research and political insight, produced by our GLOBSEC Policy Institute

DISCUSSION - providing a globally respected platform for political debate, which brings together political leaders, entrepreneurs, journalists and scholars to shape, cultivate and precipitate international agenda and global decision-making

ACTION - engaging esteemed policy-makers and senior leaders from different sectors in our policy initiatives and driving our efforts into specific recommendations and action points.

GLOBSEC believes that in an increasingly complex world, we need cross-sectoral collaboration more than ever before. For this purpose, GLOBSEC stimulates public-private dialogue and brings together leaders from multiple sectors to build agendas for the future. With global ambitions in mind, and building on its Central European legacy, GLOBSEC proposes the international agenda which is critical for Europe. GLOBSEC leads in the European spirit of international cooperation and hopes to foster stability and freedom around the world.

Responsibilities:

To support the Media and External Communications Team's efforts to develop and execute a media and external communications and strategy that's in line with GLOBSEC's mission and vision – to become a relevant player among global decision makers, businesses and institutions.

Graphics administration

- Uploading materials onto the GLOBSEC website (articles, publications, announcements etc.)
- Ensuring that all products comply with GLOBSEC's quality control standards prior to uploading (proofreading, formatting, correct use of GLOBSEC graphics etc.)
- Ensuring that materials uploaded prior to the website relaunch comply with quality control standards
- Administrative tasks in support of graphics production (collection of materials from printers/developers; invoice tracking; transport of materials to events/venues etc.)

Social media and marketing support

- Assisting in the scheduling and publishing of social media posts
- Building up knowledge and assisting in the development/execution of GLOBSEC's social media and marketing activities

Requirements:

Education: Bachelor's International Relations, Politics, Communications, Media Studies, Marketing

Experience: 0-1 year Social Media/Marketing

Functional Skills/Leadership Competencies

- Communicates effectively – both written and oral communication
- Builds networks
- Customer focus
- Tech savvy
- Balances stakeholders
- Global perspective, cultivates innovation
- Action oriented, drives results
- Collaborates, interpersonal savvy
- Courage, instils trust
- Demonstrates self-awareness, self-development
- Situational adaptability

What are the benefits?

- A unique possibility to learn and experience working at the most dynamic organisation in the region
- Career related experience
- Gains practical knowledge
- Prospects of a long-term cooperation with the GLOBSEC organisation.
- A possibility to receive references for future employers

PC Skills:

Microsoft Excel – advanced

Microsoft Word – advanced

Microsoft Outlook – advanced

Microsoft Powerpoint – advanced

Languages: English – C1

If your profile meets all our requirements and you find this position matching your career ambitions, please send us your CV together with motivation letter to hr@globsec.org.

We reserve the right to contact only selected candidates. Thank you for understanding.

By sending us the cv and cover letter, the applicant grants the consent with processing of his/ her personal data with the purpose of applying for the posted position and in the extent determined by personal data contained in curriculum vitae or any similar document of the applicant, without a time limitation; however, not longer than for a period necessary to achieve the purpose of such processing, pursuant to Article 11 of Act No. 122/2013 Coll. on protection of personal data and on change and amendment of other acts as amended.