

foraus – Swiss Forum on Foreign Politics

FORUM AUSSENPOLITIK – FORUM DE POLITIQUE ÉTRANGÈRE – FORUM DI POLITICA ESTERA

is currently looking for an intern in:

Event Management & Communication (80%)

starting from 27 February for 6 months

The think tank *foraus* (Swiss Forum on Foreign Policy) generates independent, high quality recommendations for Swiss foreign policy decision makers and the public, thereby bridging the gap between academia and politics. Its non-partisan approach aims to promote an open dialogue and informed decision-making on all aspects of Swiss foreign policy. *foraus* is a grassroots organization. Its success as a think tank is based on its members' voluntary commitment. Members are primarily graduates and young professionals, active in a nationwide network of over 1000 young researchers and foreign policy enthusiasts.

One of our core projects in Geneva is the Think Tank Hub, a new initiative undertaken by the Swiss Federal Department of Foreign Affairs (FDFA) in collaboration with *foraus*. The Hub provides office space to visiting think tanks from abroad, assists them in the organization of their stay, organizes an annual training for thinktankers, high level debates and innovative events (hackatons, situation rooms...). *foraus* is extending its activities in the framework of the Hub and is looking for a motivated intern to help fulfil its ambitious plans!

Your tasks :

- organization of high level events (panels, debates, hackatons...)
- assisting visiting think tanks by coordinating bookings, as well as logistics prior to and during their stay.
- communication (including website management, twitter, facebook, newsletter, invitations etc.)
- drafting, proof-reading in English, translating from French to English
- administrative and accounting work

Requirements :

- fluent in English (proficiency level required)
- be a problem solver. DIY approach.
- good organizational skills and autonomous working attitude
- good writing skills.
- team worker
- hold a bachelor degree or be enrolled in your last year, in the field of international relations, political science, political economy or communications (with knowledge and interest of international relations/politics)
- available for at least 5 months
- be a proactive individual. Think outside of the box.

For further information please feel free to contact Yan Luong, Head of the Think Tank Hub, **by phone** 076 411 12 05. To apply, please send your CV and motivation letter to thinktankhub@foraus.ch.
Deadline for application : **13 February**

We are looking forward to meeting you !