



Student Assistant Contact and Data Management at the Global Solutions Initiative Foundation gGmbH

The Global Solutions Initiative Foundation (GSIF) is currently looking for a **Student Assistant Data Management (d/f/m)**.

Form of Employment: Student job (10 hours per week)

Starting Date: Immediately

Duration: Fixed term until 30 April 2022, with the possibility of extension

Location: Berlin, Germany

As our Student Assistant Contact and Data Management, you are responsible for making sure that our network and communication activities run smoothly at all times. You will work closely with our communications team as well as our partnership management team. If Excel does not scare you off and thousands of rows are not a problem for you, then this is the right job for you.

Responsibilities:

- Continuous maintenance and updating of our contact lists in line with the General Data Protection Regulation (GDPR)
- Creation of target group-oriented distribution lists
- Maintenance of our mailing program Mailchimp
- Support in the creation and send-out of mailings

Qualifications:

- Enrolled student
- Strong IT skills, especially Microsoft Excel
- Experience with mailing programs (Mailchimp preferred)
- Very good organizational skills
- Ability to work as part of a team

About the GSIF

The Global Solutions Initiative Foundation (GSIF) is a global collaborative enterprise to propose policy responses to major global problems, addressed by the G20, the G7 and other global governance fora. Our activities include amongst others the Global Solutions Summit, the G20 Insights Platform, international workshops and conferences, and the Global Solutions Journal.

Applications should include a cover letter indicating your availability, expected salary, CV and relevant degrees. Applications are to be sent as PDFs (preferably in one file) to Deniz Ece Sen (denizece.sen@global-solutions-initiative.org).