



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

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: September 2022

Duration: Fixed term until February 2023, 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 work closely with our communications team. If Excel does not scare you off and thousands of rows are easy 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
- Support in maintaining our website

Qualifications:

- Enrolled student
- Structured thinking
- A faible for precision
- Strong IT skills, especially Microsoft Excel
- Experience with mailing programs (Mailchimp preferred)
- Experience with WordPress preferable
- Very good organizational skills
- Ability to work as part of a team

About the GSIF

The Global Solutions Initiative is a global, non-profit and non-partisan platform for ideas. It advances global economic, environmental, and social prosperity by connecting thought leaders and decision makers, visionaries and pragmatists. Headquartered in Berlin, the Global Solutions Initiative proposes research-based policies to the G20, the G7, and beyond. 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 careers@global-solutions-initiative.org.