



Student Assistant
supporting the section “activities and events”
at the Global Solutions Initiative Foundation gemeinnützige GmbH

The Global Solutions Initiative Foundation (GSIF) is currently looking for a **Student Assistant (d/f/m)** to support the Global Solutions Initiative’s activities and events.

Form of Employment: Student job (10-15 hours per week)

Starting Date: flexible

Duration: Fixed term until June 2023

Location: Berlin, Germany

We are looking for a Student Assistant (f/m/d) to support the Global Solutions Initiative Foundations’ events and activities on a 10-15 hours basis per week. If you are structured, team-oriented and have excellent interpersonal skills, this role could be for you.

Through our events, whether a digital 5-persons-workshop or a 4.000 participants hybrid Global Solutions Summit - we aim towards excellent participant experiences, professional setups, and a proactive atmosphere to support the G7 and G20 decision making processes with the best possible use of the events managers’ set of tools.

Under the leadership of the Head of Events and in close coordination with all colleagues from program and research teams, you would help to implement and process small and midrange formats throughout the year. In the winter and spring months, a lot of our resources go into planning the most complex GSI event: the annual Global Solutions Summit.

We divide tasks within the team according to personal strengths, interests and working times and availabilities. We seek support in the following tasks:

Tasks related to T20/T7 and G20/G7-related events at the Global Solutions Initiative Foundation include:

- Support the coordination of international speakers (in digital and on-site formats): invitations, travels, briefings
- Add and supervise speakers’ and moderators’ information for the GSI database
- Research and arrangement of service providers and event locations
- Research and setup of event-related online tools
- Research and texts for the GSI events website
- Chat supervision and chat/platform moderation
- Development of speaker-relevant material and documents (speaker briefings, speaker overviews for our website)



Duties related to the annual Global Solutions Summit:

- Arrange for hotel contingents and bookings in Berlin
- Gather and edit speaker information for conference documents
- Support speaker management in travel cost reimbursements for speakers
- Setup of the congress app/platform
- Setup, edit and evaluate participant survey

Priority would be given to someone who ...

- Is an enrolled student
- Is a good team player and a strong communicator
- Is well organized and documents her/his/their work easily traceable for team members
- Brings ideas for hybrid events formats and event management to the table
- Is capable of helping to handle high-level speakers, and assist in protocol and safety provisions (International experience is a plus)
- Speaks fluent English, working proficiency of German is an advantage
- Is confident handling of all common Microsoft Office programs (especially Excel), WordPress and Mailchimp

To apply, please submit your application in a single PDF document that includes your CV, cover letter (indicating your availability) and relevant degrees to Careers@global-solutions-initiative.org

We will accept applications on a rolling basis until the position is filled.