Student Assistant for the Young Global Changers Program at the Global Solutions Initiative Foundation (Berlin)

The Global Solutions Initiative Foundation (GSIF) is currently looking for a Student Assistant (d/f/m) to support the Global Solutions Initiative’s Young Global Changers program.

Form of Employment: Student job (20 hours per week)
Starting Date: September 2023
Duration: 12 months (with the possibility to extend)
Location: Berlin, Germany

We are looking for a Student Assistant (f/m/d) to support the Global Solutions Initiative Foundations’ Young Global Changers program on a 20 hours per week basis.

The Young Global Changers are a network of almost 500 young people from around the world who are engaged in bringing about positive change in their community or on a specific topic. The flagship event of the program is the “Young Global Changers Recoupling Award”. With the award the Global Solutions Initiative aims to identify and recognize young changemakers who actively contribute towards a better alignment – a “recoupling” – of economic prosperity with environmental and societal sustainability. The award seeks to recognize concrete practices and impactful youth-led projects that drive change on the ground, while also serving as examples and inspiration beyond their immediate impact. The finalists present their projects at the annual Global Solutions Summit in Berlin.

The student assistant will work under the supervision of the Young Global Changers program lead and will assist them in conducting the 2023/24 program including the application and selection process, participant support, community management, communication, and outreach measures.

After the initial onboarding phase, partial remote work is possible; to be discussed with the supervisor. At least one onsite office day per week is required.

Tasks include:
- Setting-up and managing the application and selection process of the new cohort of Young Global Changers under the supervision of the program lead.
- Assisting in community and alumni management. Be the first contact person for community members.
- Helping the 2024 cohort of Young Global Changers with their travel and visa arrangements.
- Chaperoning and supporting the 2024 cohort during their stay in Berlin.
- Assisting the program lead in designing, planning, preparing, and conducting events and workshop activities (online and onsite).
• Producing social media content and update information on the YGC website and other channels.

Requirement, Skills, and Experience:

• Enrollment as a student is required.
• Excellent communication and interpersonal skills.
• Willingness and commitment to support a community of young changemakers.
• Strong organizational skills and ability to work effectively in a fast-paced environment.
• Ability to work independently.
• Excellent English language skills [German is an asset].
• Prior experience in exchange or visitor programs, alumni or community management, or similar programs are an asset.
• Experience in the set-up and moderation of zoom calls or online workshops is desired.
• Project management and social media skills [LinkedIn, Twitter] are assets.
• Proficient in Microsoft Suite [Excel, PowerPoint...] is required.

To apply, please submit your application by Sunday, August 13 in a single PDF document that includes your CV, cover letter (indicating your availability) and relevant degrees to careers@global-solutions-initiative.org

Interviews for the position will take place between August 23 and 31 in Berlin. Video interviews maybe possible upon request.