

Digital opportunity trainee at the German Marshall Fund

Main information	
Language of the posting*	English
Title*	Trainee
Category*	Traineeship
Fields of activity*	Digital opportunity in a public policy institution
Start date*	03/09/2018
End date	31/01/2019
Last application date	31/05/2018
Description*	Event management support of Brussels based events, as well as broader GMF convening activities; Brussels Binder support; low-level helpdesk support; AV setup for events; support for FB Live and video conferencing
What will the applicant learn	Showcase/Exposure, cybersecurity – cloud-based and on-prem, Digital Privacy (GDPR); network management; application implementation; project management; operating as part of a team; working in an international and multicultural environment; insights into office administration; database and events logistics unique opportunity to be in close contact with the international policy community; trainees can benefit from the Brussels environment and attend various EU related events
What do we expect from the applicant	Hands-on approach; proactive attitude; team player; excellent English language skills; flexibility to multi-task, have an eye for detail, ability to perform under tight deadlines and work independently; experience in event management and interest in transatlantic policy issues is a plus; good interpersonal skills and ability to work in a multicultural environment.
Number of available positions	1
Website	http://www.gmfus.org/offices/brussels
Video URL	-
Hosting Organisation	The German Marshall Fund of the United States Brussels Office
How to apply	
By web page	http://www.gmfus.org/jobs/brussels-trainee-brussels-belgium
By email	infobrussels@gmfus.org
By telephone	-
Additional information	-
Contact languages	English
Specific requirements	
Education level	Enrolled in university (bachelor or master)
Certificates	-
Language skills	English
Location	

Country	Belgium
Street and number	Rue de la Loi 155
Postal code	1040
City	Brussels

*Mandatory information