

# “Project Assistant Intern”

## About Us

**Beyond the Horizon International Strategic Studies Group (ISSG)** is a non-partisan, independent, and non-profit think & do tank. The mission of Beyond the Horizon ISSG is to promote global peace and security by empowering decision and policy-makers with knowledge and advocating paths to prevent, mitigate or end crises and conflicts.

Beyond the Horizon ISSG is unique in its focus on realistic policies and in-depth analyses to offer comprehensive solutions on topics related to international politics and security, peace and conflict studies.

BtH ISSG’ funding comes from a variety of sources, mainly research grants, public procurement, but also from membership and conference fees.

BtH ISSG is recruiting an intern for a duration of 3 to 6 months in the Projects Management Team. The intern will take a role in monitoring and searching for suitable available US Grants for the organisation. He will also support project proposal preparation and submission by writing and editing project documents and taking active participation in concerned meetings. This role is an excellent opportunity to develop strong project submission and management skills in a fast-paced environment. The internship can be remote.

Ideal starting date: May 2021

## “Intern – Project Assistant”

### Main tasks

- Monitor and search for suitable, available US Grants for BtH, report results regularly to the project management directorate
- Support project proposal preparation and submission by writing and editing project documents, and taking active participation in concerned meetings
- Search for and contact stakeholders and partners in the US

Tasks will be modified/finalized after the interview with the candidates.

## **Your background and qualifications**

- You are a graduated (preferred master's) student studying political or social sciences, focused on international relations and/or security studies.
- You have an excellent command of English, both orally and in writing; knowledge of Dutch and/or French is a plus.
- You have excellent drafting and editing skills.
- You are interested in European affairs, policymaking and research.
- Knowledge of InDesign, Canva, Photoshop, Premiere, iMovie or other graphic and videomaking software is a plus.

## **Your profile**

- You are able to work in an international research team involving both junior and senior colleagues and can work independently.
- You are able to respect deadlines, manage multiple tasks and changing priorities.
- You enjoy teamwork and are open to giving and receiving feedback.
- You are passionate about communication and outreach and have a result-driven and customer-focused approach.
- You are willing to learn and have a creative spirit.

## **What BtH ISSG offer**

We offer a full-time unpaid internship for 3 to 6 months. We would like the preferred candidate to start her/his activities in May 2021.

## **Career development prospects**

This position will give you the opportunity to gain valuable skills, training and experience in a prestigious and fast-paced environment. BtH ISSG offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

## **More information**

Further information about the position can be obtained from Fatih Yilmaz, Director of Strategic Partnership and Project Management: [fatih.yilmaz@behorizon.org](mailto:fatih.yilmaz@behorizon.org)

### Application and deadline

Applications should include a one-page letter of motivation and a curriculum vitae listing your past experiences in English. They can be e-mailed to [info@behorizon.org](mailto:info@behorizon.org) with “Intern 2021 – Project Assistant” in the subject line by 01 April 2021.