

“Project Assistant Intern”

About Us

Beyond the Horizon International Strategic Studies Group (BtH) is a non-partisan, independent, and non-profit think & do tank. The mission of BtH 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.

BtH 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.

In line with its aims and policies, BtH has been involved in projects funded by the UN, the EU, NATO and (inter)national authorities, translating practice to research and policy making and contributing to the solution of contemporary challenges since its inception. The number of projects that BtH is involved in capacity of both partner and coordinator currently stands at seven.

Against this background, BtH is looking for an intern for a duration of 5 to 6 months, to become a teamplayer in its Projects Management Team. The intern will support project manager(s). S/he will also support project proposal preparation and submission by writing and editing project documents and taking active participation in preparatory meetings. This role is an excellent opportunity to develop strong project submission and management skills in a fast-paced environment. The internship will be done remotely. You can check the projects BtH is involved in this [link](#).

Main tasks

- Support Project Manager(s) on project coordination and management tasks.
- Support project proposal preparation and submission by writing and editing project documents and taking active participation in preparatory meetings.
- Search for and contact stakeholders and partners for EU funded Project Calls

Tasks will be modified/finalized after the interview with the candidates based on their strong points and preferences.

Your background and qualifications

- You are holder of a master’s degree in political science, social science, communication studies, international relations, educational sciences, or security studies.
- You have an excellent command of Dutch or French and English, both orally and in writing.



- 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 5 to 6 months. After the internship period, employee contract may be signed via mutual agreement.

Career development prospects

This position will give you the opportunity to gain valuable skills, training and experience in EU funded Projects. It is also possible to work on the following projects after the internship with a competitive salary.

Application and deadline :

Applications should include a one-page letter of motivation and a curriculum vitae listing your past experiences. They can be e-mailed to info@behorizon.org with “Intern 2024 – Project Assistant” in the subject line. The deadline for the application is 31 December 2024.