

Geschäftsführung

Südosteuropa-Gesellschaft e. V.
Widenmayerstraße 49
80538 München

Tel. +49 89 2121 540
Fax +49 89 2121 5499

E-Mail: info@sogde.org
www.sogde.org

Job advertisement

Project Assistant (m/f/d) (Project “Civil Society Forum 2024”)

The Southeast Europe Association (SOG) is the leading scientific mediating organization between Germany and the countries of Southeast Europe. The society is based in Munich. The project is carried out jointly with the Aspen Institute Germany. The position can be held either at the Southeast Europe Association in Munich or at the Aspen Institute Germany in Berlin.

We are looking on a rolling basis/for the next possible date for an

Project Assistant (m/f/d)

Salary: TVöD 4 // part-time (20 hours) // until July 31, 2025

Responsibilities

Your tasks will include

- Supporting the project management in the organization of the Civil Society Forum 2024 as part of the Berlin process
- Researching conference venues, conference equipment and catering; obtaining and comparing offers
- Correspondence and communication with partners, participants and service providers
- Collaboration in the creation of conference programs and conference documents
- Correcting and editing texts and articles for the website and newsletter
- Assistance with travel organization and support for participants
- Assisting with the organizational preparation and implementation (on site) of an international conference and a workshop as part of the Berlin process (twice in Berlin)

Requirements

- You have successfully completed commercial or administrative training or a degree course and/or have relevant professional experience.
- You are confident in using Office programs such as Word, Excel, Outlook, PowerPoint and other common applications. Knowledge of social media is an advantage.
- You have a very good command of written and spoken German and English.
- You have organizational skills, reliability, flexibility, the ability to work both independently and in a team and have a friendly, service-oriented and confident manner and enjoy dealing with people.
- You enjoy working in an international environment (politics, media, business and science) and are also prepared to travel to a limited extent.

We offer:

- a fixed-term employment relationship (pay grade TVÖD E 4 (federal government)) in part-time (20 hours per week) (approx. 1,400.00 euros gross)
- 30 days vacation per year, time off in lieu for overtime worked, 24.12. and 31.12. as days off
- an interesting and varied area of responsibility with the opportunity to work independently,
- a workplace in a central location in Munich or Berlin, which is easily accessible by public transportation,
- a pleasant working atmosphere in a small team.

Severely disabled applicants will be given preference if they are otherwise equally qualified.

Application address:

Please send your complete application documents (CV, certificates, letter of motivation) as soon as possible with the subject "Application for Assistant Conference Organization" exclusively by e-mail to Dr. Christian Hagemann, hagemann@sogde.org and Viktoria Voglsinger-Palm, palm@sogde.org.