



IFAIR

Young Initiative on Foreign Affairs
and International Relations e.V.

CALL FOR APPLICATIONS

IFAIR is looking for new members for its core team:

Head of the Regional Division North America

(Please send applications to anne.laible@ifair.eu by May 9th, 2021)

You are interested in international relations and foreign policy? You would like to be part of a young team with a start-up atmosphere and help shaping a successful and rapidly growing organization? You want to take over responsibilities in an international project? Then please read on!

We, the Young Initiative on Foreign Affairs and International Relations (IFAIR), are looking for **volunteer support** in the form of:

Regional Director North America

Whom are we looking for?

Suitable candidates for the roles are young students who would like to work and take over responsibilities at IFAIR for a longer period of time. IFAIR's core team is made up of students and young professionals with a diverse professional background in Germany and around the world who volunteer in their free time. We are looking for young people who would like to gain project experience during their (undergraduate) studies and who are interested in building and developing a young organization. We expect regional expertise as well as organizational talent, high motivation to work independently and the willingness to contribute reliably and responsibly to the team. Furthermore, experience in project management is an advantage. Since English is IFAIR's main working language we require fluency in English. Yet, communication with the main cooperation partners takes place largely in German, so that knowledge of German is an asset. Furthermore, language skills of the target regions are an advantage.

What can you expect?

At IFAIR, regional directors are responsible for the following tasks, among others:

- ✓ Acquiring and editing contributions for our think tank on ifair.eu
- ✓ Conceptualizing and coordinating projects with regional focus and fundraising of the necessary project resources
- ✓ Communicating the activities of the respective region on our social media channels
- ✓ Coordinating with Impact Groups related to the respective regional area
- ✓ Reporting to the IFAIR core team on the projects and activities in the regional area
- ✓ Contributing to the strategic development of the organization and its processes
- ✓ Participating in the monthly video conference of the core team
- ✓ Participating in semi-annual IFAIR strategy meetings



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The working time of an IFAIR regional director amounts to around 5 hours per week on average. The exact hours vary according to project cycles, and can require a very high level of commitment at peak times. In the first few months, the core team will organize an onboarding process for each regional director to introduce them to IFAIR's structures. Afterwards, core team members are given the opportunity to conceptualize and implement their own projects.

What is IFAIR?

We are a young non-profit organization founded in 2010 at a summer academy of the German National Academic Foundation (Studienstiftung des deutschen Volkes). With our two main pillars, Think Tank and Impact Groups, we set impulses in the international political debate, help our members to start their careers and implement concrete projects in the field of international relations. In doing so, we cooperate with various organizations, foundations and institutions such as the German Federal Foreign Office or the Hertie School of Governance in Berlin.

What are we offering you?

With ten years of experience as an organization, we have expert knowledge in the areas of fundraising, project acquisition and implementation, as well as organizational development. Moreover, we have built up a valuable international network of professionals and reliable contacts to decision-makers, the media and civil society. Former members of IFAIR's core team are now working in ministries and international organizations, at universities and think tanks, as well as with NGOs and in the business world.

Interested?

Please send an email to anne.laible@ifair.eu by **May 9th, 2021** and provide the following documents:

- ✓ CV (max. 2 pages);
- ✓ Letter of motivation. Please give specific details about your experience in the regional area you are applying to, what subjects you are interested in and which topics you would like to address in a future project or publication;
- ✓ If applicable, a list of other volunteer activities.

After reviewing the documents, we will invite selected applicants to an online interview.

We look forward to hearing from you!

Kind regards,

Anne Laible

Member of the Executive Board, Head of Human Resources and Team Management