



info@elbarlament.org

www.elbarlament.org

Vacancy notice

Elbarlament is hiring a **student assistant (m/f/d)** for our office in Berlin, 20 hours/week

from 1 September 2025 until 28 February 2026 (an extension is desired)

If you have experience in project management or project design/development and you are interested in assisting us in managing our international projects in the MENA region and in fundraising for new projects worldwide, we are looking forward to receiving your application.

Elbarlament is a peacebuilding and democracy support organization, with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness and intersectionality. Elbarlament cooperates with parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin and Iraq.

Your tasks

- Assist elbarlament's director and project managers in administrative and research tasks
- Assist project management and our head of finance and admin with financial reporting tasks (printing, checking and filing invoices, contracts and other financial documents related to project activities).
- Assist with other tasks related to our projects and fundraising efforts

Our requirements

- Enrolled at university for at least two semesters.
- Good working knowledge of Google Docs / Sheets and MS Word / Excel.
- Having an eye for detail.
- Very good English and Arabic language skills (German is a plus).
- Knowledge of budgeting
- Good communication skills.
- Good time management skills.

Please send your application with your motivation letter (maximum one page) and CV in a **single PDF/Word file** per email to info@elbarlament.org. The expected starting date is 1 September 2025. The **deadline** for submitting applications is **15 July 2025**. Please do not send your documents by post. Only applications sent electronically to info@elbarlament.org will be considered. Due to the large number of applications, we will only contact those candidates who are invited for an interview.