



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 November 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.

elbarlament e.V. is implementing the PATH – *Peace Advocacy Training Hub* project, an online capacity-building and mentoring programme bringing together 20 young women from SWANA (South West Asia and North Africa) . The programme includes online training sessions, mentoring, and collaborative advocacy initiatives.

To support the smooth coordination of this programme, elbarlament is seeking a motivated **Student Assistant** who will help with coordination, communication, and creative tasks.

#### **Your tasks**

##### **Coordination & Logistics**

- Assist with organising and coordinating online training sessions (Zoom links, breakout rooms, attendance sheets).
- Support the registration, admission, and follow-up with participants.
- Provide technical support during online sessions (e.g. managing chat, muting, breakout rooms, troubleshooting basic issues).
- Maintain updated schedules, participant lists, and contact databases.

##### **Communication & Documentation**

- Draft and format communication materials (emails, reminders, follow-ups).
- Take meeting notes and prepare short summaries when needed.

- Support preparation of participant briefing packages and session materials.
- Assist in gathering and organizing feedback from participants (evaluation forms, surveys).
- Translate short correspondence and selected documents into Arabic.

### **Creative & Visibility**

- Prepare visually appealing presentations, infographics, or social media visuals using **Canva** (preferred).
- Support project communications on LinkedIn and other channels (drafting short posts, preparing graphics).
- Format documents and reports to align with elbarlament and donor visibility guidelines.

### **General Support**

- Coordinate with trainers, mentors, and consultants on scheduling and materials.
- Maintain shared project folders and files in an organized manner.
- Support ad-hoc project tasks as requested by the Project Manager.

### **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](mailto:info@elbarlament.org). The expected starting date is 1 November 2025. The **deadline** for submitting applications is **15.10.2025**. Please do not send your documents by post. Only applications sent electronically to [info@elbarlament.org](mailto:info@elbarlament.org) will be considered. We will contact shortlisted candidates to invite them for an interview during the week of 20-24 October.