



# INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE

## Vacancy Announcement

### **Position:**

**Student Assistant for  
Office and Project  
Support (up to 20 hours  
per week)**

**Location:** Berlin

**Duration:** Minimum of six months (with possibility of extension)

**Start date:** As soon as possible

**Open to:** Post-graduate students

**Employment type:** Student Assistant (Werkstudent)

### **Background**

The International Holocaust Remembrance Alliance (IHRA) is an intergovernmental organization with 31 member countries, 9 observer countries, 2 liaison countries, and seven permanent international partners. It consists of more than 300 delegates, representing governments as well as non-governmental organizations. Twice a year these delegates come together for IHRA Plenary meetings.

The IHRA unites governments and experts to strengthen, advance and promote Holocaust education, remembrance and research worldwide, and to uphold the commitments of the 2000 Stockholm Declaration. To this end, IHRA delegates, consisting of governmental representatives and experts, make recommendations on issues connected to Holocaust education, research and remembrance. IHRA also carries out both internal projects and funds external multilateral projects on Holocaust-related issues.

Headed by the Executive Secretary and supported by 5 staff members, the Permanent Office coordinates the IHRA's activities. It provides support and advice to the IHRA Chair, assists with the organization of the bi-annual Plenary and other meetings, represents the IHRA at international meetings, processes grant applications, and facilitates the flow of information among IHRA delegates and external interlocutors. The Permanent Office is also responsible for the IHRA's website and digital communication platforms.

## **Tasks and Responsibilities**

The Permanent Office of the International Holocaust Remembrance Alliance is recruiting a motivated Student Assistant for general support tasks in all areas of a fast-paced international organization.

Among others, the duties of the Student Assistant will include:

- Support the day-to-day administration for the office, including maintaining office supplies and equipment
- Meeting and event support (support the coordination of meeting dates, collating and issuing agendas and papers, arranging venues and catering)
- Drafting correspondence/ proofreading
- Postal distribution of IHRA publicity materials
- Calendar maintenance
- Assist in the coordination of travel arrangements for the Permanent Office and IHRA delegates
- Maintaining records of IHRA delegates
- Support IHRA projects as assigned

## **Person Specification**

Candidates without EU/EEA citizenship should be able to provide the necessary work and residence permit for as well as proof of BaFin-approved health insurance.

### **Essential**

- Post-graduate student (applications from any field are welcome, not only history or Holocaust studies; applicants should be sensitive to Holocaust-related issues)
- Punctual, reliable, with excellent attention to detail
- Experience in a busy (international) office
- Excellent English skills and fluent in German (B2/C1 CEFR)
- Exceptional organisation and planning skills
- Highly computer literate: confident using Word, Excel, PowerPoint, Outlook, Office 365 and SharePoint (desirable)
- Excellent written and spoken (face to face and phone) communication skills
- Ability to show initiative in developing the role and to work with minimal supervision
- Ability to work flexibly in a small and international team
- Able to manage a varied workload, balancing increased workload around bi-annual plenary meetings
- Ability to deal with sensitive political issues
- The ability to establish and maintain effective working relationships with people of different cultural and religious backgrounds
- Willing to work flexible hours

**Desirable:**

- Experience in supporting events and conferences
- Vocational training (Ausbildung) or similar training in office management
- Availability to travel to IHRA meetings, if necessary

**Further Details**

This position offers a great chance to gain firsthand experience in a Berlin-based international office that deals with current political and diplomatic challenges. Contingent on the performance, we are interested in extending the contract for a longer period of time. Remuneration depends on experience. The working time is partly flexible, depending on workload and availability.

Interested candidates are requested to send their letter of motivation and CV in one pdf document to [recruitment@holocaustremembrance.com](mailto:recruitment@holocaustremembrance.com)

Written enquiries may be sent to the same email address. Qualified candidates may be asked to be interviewed personally or via phone.