

Internship/ Research Assistant/ Traineeship

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„we support critical democratic forces, which initiate, support and encourage peaceful conflict transformation“

CRISP is an internationally active NGO based in Berlin. We develop projects in civil conflict transformation and organise seminars and workshops on political education and civic participation. In our activities, we rely on playful formats (serious games and gamification) and make particular use of the simulation game method.

Our target groups are civil society actors who are working towards a democratic transformation process in their countries. We work closely and intensively with local partner organisations. An insight into our previous projects can be found on our [website](#).

Our team consists of eight employees, two European volunteers and one intern. We have flat hierarchies and try to create a pleasant working atmosphere for everyone.

For our latest project in Chile, we are currently looking for an intern to support us in our Berlin office (or from your home office). After the first three months, the aim is to convert the internship into a position for a student assistant. Furthermore, there is the concrete possibility that this will be followed by a one-year trainee position starting 01.01.2022.

Applicants for the internship position advertised here should bring with them a fundamental readiness to continue working with us in this capacity.

Responsibilities:

The tasks of the job profiles advertised here (internship, student assistant and traineeship), which build on each other, relate primarily to the project *"Voces jóvenes participan en el proceso constituyente. Increasing political participation of marginalized youth during the Convención Constituyente in Chile in 2021/22 and beyond"*. - More information on the project can be found [here](#).

The specific tasks include:

- > Supporting the project coordination
- > Supporting project assistance tasks (participant management, event management and accounting tasks)
- > Corresponding with local partners in Chile
- > Supporting the acquisition of further third-party funds (application and budget development)
- > Supporting with project reports, project accounting and public relations work

Working Hours:

The new employee should be slowly introduced to our organisation and consecutively go through three job profiles (internship, student assistant and traineeship) which build upon each other.

Internship:

- > Start of work: from **15.04.2021** or from **01.05.2021**
- > Duration: 3 months
- > Working hours: 20h/week (flexible)
- > Salary: 300,00 € monthly (Aufwandsentschädigung)

Student Assistant:

- > Start of work: from **15.07.2021** or from **01.08.2021**
- > Duration: until 31.12.2021
- > Working hours: 10-15h/week (flexible)
- > Salary: 400,00-600,00 € monthly (gross)

Traineeship:

- > Start of work: from **01.01.2022**
- > Duration: until 31.12.2022
- > Working hours: 30-35h/ week (flexible)
- > Salary: 1.500,00-1.750,00 € monthly (gross)

The trainee position is initially **limited to 12 months**, but there is a strong interest on our part to continue working together beyond this period in the context of permanent employment.

What we are looking for:

We are looking for an employee who is open-minded for a varied job profile and at the same time brings along a lot of creativity, which he/she would like to proactively live out in our fields of work. The work at CRISP is characterised by independent and autonomous work on different topics and in different regions.

The concrete **minimum requirements** are:

- > Fluent Spanish
- > Very good knowledge of English
- > First experience in project work is advantageous
- > Initial experience in the implementation of workshop formats in non-formal education
- > High level of social competence, flexibility and ability to work in a team
- > Very good coordination, organisational and communication skills

- > Good analytical skills
- > Very good PC application skills in MS Office (Word, Excel, PowerPoint) and experience in using content management systems

The following **additional qualifications** are a plus when applying:

- > At least good German language skills
- > Advanced IT skills in using online platforms (Slack, Miro, Sococo, etc.)
- > Experience with political planning, game design, gamification and/or other methods from the field of non-formal education
- > First work experience in Latin American countries

Applications:

In the case of equal suitability, ability and professional performance, people with disabilities are given preferential consideration in accordance with §2 of the Social Code IX. We welcome applications from people of all nationalities.

We are pleased if this advertisement has encouraged your interest to apply. Please send us your application documents (letter of motivation and curriculum vitae) **in a pdf file with a maximum size of 3 MB** to: application@crisp-berlin.org

The closing date for applications is **Friday, 02 April 2021**.

Interviews will be conducted by telephone or via video conference and are scheduled for 07-14 April 2021.

Website:

For more information about CRISP e.V. and our projects, please visit our website: www.crisp-berlin.org

Facebook:

You can also find an insight into the ongoing activities and very concrete impressions, including photos, of our work on Facebook: <https://www.facebook.com/crisp.conflict.simulation>