

## Estonia Country Office Employee (m/f/d)

The German-Baltic Future Foundation, the DBJW, promotes exchange and understanding between young adults from Germany, the Baltic states and Ukraine on the basis of the rule of law, democracy and human rights. To this end, its country offices in Estonia, Latvia, Lithuania and Germany organize seminars, congresses and conferences, arrange internships and award training loans and scholarships.

We are looking for a freelance project employee in the Estonian country office area (m/f/d) to support the management of the country office with the following tasks:

- ☐ Discussions with interested parties, partners, internship providers, etc.
- ☐ Active participation in the expansion of the GBYEN network
- ☐ Conception and organization of local events
- ☐ Represent the DBJW at events in the country
- ☐ Visiting partner organizations and diplomatic missions in Germany
- ☐ Supporting public relations work by monitoring national language media and social media channels as well as establishing press contacts
- ☐ Support in planning, preparing and following up on a large networking event (“German-Baltic Conference”) this year, including an invitation list
- ☐ Updating and expanding contact addresses for event marketing

The work for the German-Baltic Future Foundation, which is limited until December 31, 2025, is carried out within the framework of a service contract funded by the Federal Foreign Office on the basis of a resolution of the German Bundestag with a fee of up to €1,000 (approx. 10 daily rates of €100 each) p.a. advertised.

Please send applications with meaningful documents by email by January 5th, 2024

Ms. Tatjana Vollers, [tatjana.vollers.dbjw@deutsch-balten.de](mailto:tatjana.vollers.dbjw@deutsch-balten.de). If you have any questions, please contact Ms. Tatjana Vollers, Managing Director of the German-Baltic Future Foundation.