

19.03.2026

## JOB VACANCY

### STUDENT ASSISTANT (M/F/D)

The Federal Union of European Nationalities (FUEN), with over 100 member organisations in 38 European countries, is the largest umbrella organisation of autochthonous national minorities, nationalities and language groups in Europe. It represents the interests of European minorities at regional, national and especially at European level and is committed to preserving and promoting the identities, languages, cultures, rights and uniqueness of Europe's minorities. FUEN was founded in 1949 in Paris. Today, it has three offices: Flensburg, Berlin and Brussels.

To support our work, we are looking for a committed and reliable person to join us as a **Student Assistant (m/f/d)** at our Berlin office (district Mitte) in the fields of communication, research and project support, starting at the earliest possible date.

#### GENERAL CONDITIONS:

- **Duration of employment:** Fixed-term until 31 December 2026
- **Working hours:** At least 15 hours per week, flexible
- **Place of work:** Berlin (on-site), remote work possible by arrangement
- **Area of work:** Communication, research and project support
- **Remuneration:** By agreement

#### YOUR TASKS:

- Support of FUEN's press and public relations work
- Research on FUEN-related topics and preparation of research materials
- Support in the preparation, implementation and follow-up of FUEN projects and events
- Support in hospitality as well as invitation and travel management
- General office tasks, document management and minute-taking
- Translations and proofreading into German/English as well as other languages you are proficient in

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**FUEN Flensburg / Flensburg**  
Schiffbrücke 42  
D-24939 Flensburg  
+49 461 128 55

**FUEN Berlin**  
Reinhardtstr. 27b  
D-10117 Berlin  
+49 30 364 284 050

**FUEN Brussel / Bruxelles**  
Rue d'Arlon 25  
B-1050 Brussel  
+32 2 234 6101

#### **YOUR PROFILE:**

- Ongoing university studies or comparable training, preferably in politics, communication, PR, culture or languages
- Strong communication skills, ability to work under pressure, reliability and creativity
- Confident handling of standard office applications
- Initial experience in project work
- Native-level German and very good English skills

#### **Desirable:**

- Social media skills or affinity for social media
- Knowledge of national minorities in Europe
- Knowledge of additional languages, especially regional and minority languages

#### **WE OFFER:**

- Exciting projects across Europe
- A European and committed team
- An attractive and diverse working environment
- Insights into the work of an NGO

#### **APPLICATIONS:**

We look forward to receiving your application documents (short cover letter, CV, certificates if applicable, certificate of enrolment), stating your earliest possible starting date, by email in a single PDF to: [info@fuen.org](mailto:info@fuen.org)

#### **Application deadline: 15 April 2026**

Please note that, in the case of unencrypted electronic submission of your application, FUEN cannot guarantee the security of transmitted personal data.

All applications will be assessed solely on the basis of professional qualifications, regardless of cultural and social background, gender, skin colour, age, religion, worldview or sexual orientation. To promote equal opportunities, applications from qualified women are particularly welcome. Applicants with disabilities will be given preferential consideration in accordance with SGB IX if equally qualified.