

JOB DESCRIPTION – PROJECT ASSOCIATE (EDUCATION CONTENT FOCUS)

Role	PROJECT ASSOCIATE (EDUCATION CONTENT FOCUS)		
Reports to	Manager / Senior Manager	Direct reports	None
Budgetary responsibility	None	Resource responsibility	None
Safeguarding	None	Key relationships	Educators, Analysts, Policy and Research Managers, Directors of Programmes and Public Affairs
Contract	Limited Fixed-Term until December 2026 – with extension subject to funding	Location	Berlin, Germany
Salary	49,535.10 € - 51,356.03 €	Level	6

About ISD

ISD is a fiercely independent ‘think and do tank’ dedicated to safeguarding individual rights, democratic process, national security and public safety against the rising tide of authoritarianism and extremism globally.

For 20 years, ISD has been at the forefront of analysing, exposing and combatting all forms of terrorism, extremism, foreign interference, digital manipulation and authoritarianism, helping equip institutions, individuals, communities and the private sector with the tools, policies and skills to achieve impact at scale. We have innovated and scaled sector leading policy and operational programs—on and offline—to push back the forces threatening democratic processes and cohesion around the world today.

We partner with governments, cities, businesses and communities to turn cutting-edge data and insight into action; trialing and delivering evidence-based solutions across society; and empowering those that can impact positive change at scale. Our research also shapes and informs our education and civic action programmes as well as the training and policy support we provide to central and local governments, frontline practitioners, companies and international organisations.

Role Purpose

We are seeking a project assistant and coordinator to support our team in delivering and developing innovative civic education and capacity-building programmes that strengthen democratic resilience and counter online hate and disinformation. This role focuses on project coordination, programme delivery support and content preparation. The postholder will contribute to the implementation and further development of ISD’s action programming, particularly the Pan-European Coalition to Counter Online-Antisemitism. We are looking for a motivated team member with strong organisational skills who can coordinate project workflows, manage internal and external stakeholders, and support the logistical and administrative aspects of programme delivery. The role may also involve assisting in workshops or training sessions, as well as preparing materials and supporting content development for our education programmes.

Subject-matter expertise in antisemitism, hate speech, disinformation or digital extremism is highly desirable, as the position involves supporting content creation and implementation on these topics, as well as contributing to outreach, communication and coordination tasks.

This position is subject to funding and may be offered on a part-time basis between 50% (20 hours per week) and 80% (32 hours per week), depending on funding availability.

Responsibilities

Programme & Event Support

- Assist with the organisation and smooth delivery of training sessions, workshops, and online events for professionals, civil society organisations, and stakeholders within the Pan-European Coalition to Counter Online Antisemitism (CCOA).
- Help prepare event materials, manage attendance lists, and support facilitators and participants with queries before, during, and after sessions.
- Act as a supportive point of contact for participants and external contributors, ensuring clear and timely communication.
- Provide basic administrative support to help ensure community guidelines are upheld during CCOA activities, escalating any issues when necessary.

Administrative Support

- Provide general administrative support to the team, including scheduling meetings, preparing documents, maintaining shared files, and assisting with day-to-day project operations.
- Assist with logistical arrangements for workshops, meetings, and events, ensuring venues, materials, and technical requirements are organised in advance.
- Support with maintaining project records, tracking actions, and ensuring information is accurately updated and easily accessible.

Content & Materials Support

- Assist in updating and formatting training materials, presentations, and other resources, ensuring documents are organised and easy to use.
- Help gather feedback after events and support the team in making straightforward updates to resources where required.
- Provide administrative assistance in preparing simple guides, handouts, or reference materials under the direction of senior team members.

Programme Support & Stakeholder Assistance

- Support with arranging regular programme check-ins, internal meetings, and member activities, including scheduling, sending invitations, and tracking follow-up actions.
- Assist in setting up meetings with external partners and speakers, ensuring logistical arrangements are confirmed and records are kept up to date.
- Take notes and produce minutes for internal and external meetings, ensuring clear documentation of key points and actions.
- Support the maintenance of stakeholder and member contact lists, keeping details accurate and well organised.
- Assist in outreach tasks such as sending invitations, preparing briefing notes, and coordinating communications with speakers or contributors.

Communications & CCOA Hub Support

- Provide administrative assistance to the implementation of the CCOA communications plan in coordination with ISD's communications team.
- Assist in maintaining the CCOA Hub by uploading content, monitoring engagement, and supporting routine community management tasks.

Evaluation & General Project Support

- Assist in collecting and organising participant feedback following sessions and events.
- Support the team in identifying simple trends from feedback to inform ongoing improvements.
- Help manage administrative processes related to microgrant proposals and training multiplier applications, ensuring records are complete and deadlines are monitored.

Knowledge Sharing Support

- Help the team track relevant reports, publications, and updates relating to antisemitism, online harms, and digital safety.
- Share relevant materials with colleagues and assist with organising resources to support team learning and project development.

PROFILE

Our Expectations

We expect all employees, consultants, and volunteers to:

- Commit to the vision, mission, and guiding principles of ISD;
- Support and promote diversity, inclusion, and equal opportunities within ISD;
- Show respect for others;
- Carry out their responsibilities in line with ISD's policies and procedures;
- Always adhere to the instructions regarding risk management and safety.

Our Commitment to Equality, Diversity, and Inclusion

We are committed to recruiting individuals who will strengthen our team and contribute to our inclusive organisational culture. We particularly welcome applications from candidates who are currently underrepresented at ISD, including those from diverse cultural and socio-economic backgrounds, people with disabilities, and members of the LGBTQ+ community. We have endeavoured to make this recruitment process as accessible as possible. However, please do let us know if you have any specific access requirements that we should consider during the process.

Competencies

These reflect ISD's [Guiding Principles](#), which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team

Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Problem Solving
Courage	<ul style="list-style-type: none"> • Strategic thinking • Growth Mindset

Specific Requirements

These requirements take priority for this particular role and are part of our assessment during the recruitment process, probationary period, and ongoing performance management. They also serve as a framework for continuous professional and personal development.

	Essential	Desirable
Knowledge, Education, and Qualifications	<ul style="list-style-type: none"> • University degree or equivalent practical experience in an administrative, project support, or related role. • Strong written and verbal communication skills in English. • Demonstrated interest in social issues such as online safety, hate speech, digital harms, or civil society work. • Basic understanding of digital tools and platforms commonly used for communication, events, or online collaboration. • Strong organisational skills and attention to detail, with the ability to manage multiple tasks reliably. 	<ul style="list-style-type: none"> • Familiarity with basic concepts related to online harms, digital safety, or countering hate speech. • Exposure to developing or updating simple informational materials, guides, or resources. • Familiarity with online learning tools, webinar platforms, or content-sharing systems. • Interest in working on countering antisemitism and a willingness to learn more about the topic.
Experience	<ul style="list-style-type: none"> • Experience providing administrative support, including scheduling, document preparation, or handling correspondence. • Experience assisting with events, workshops, meetings, 	<ul style="list-style-type: none"> • Experience supporting projects within NGOs, civil society organisations, or academic settings. • Experience assisting with communications tasks, such as posting updates

or similar activities (online or in-person).

- Experience managing logistics such as invitations, attendance tracking, materials preparation, or follow-up communication.
- Experience taking minutes, organising information, or maintaining records.
- Ability to work with a range of stakeholders in a professional and supportive manner.
- Good time management skills, with the ability to meet deadlines and prioritise tasks.

or managing community engagement online.

- Experience working in an international or multi-stakeholder environment.

Skills

- Excellent organisational and time management skills.
- Strong interpersonal skills, with confidence communicating with diverse groups.
- High attention to detail, especially when preparing documents or supporting event logistics.
- Ability to take initiative and work independently when needed.
- Strong written communication skills, including producing clear notes, summaries, and updates.
- Ability to work collaboratively within a team and support colleagues with shared tasks.
- Willingness to learn and develop skills related to monitoring, evaluation, and project administration.
- Ability to contribute to improving processes, templates, or project documentation.
- Confidence in engaging with community members or participants on digital platforms.
- Basic understanding of how feedback or evaluation data can support project improvements.

- Confidence using digital platforms and online tools (e.g., meeting platforms, shared documents, community hubs).

Additional Requirements

- Ability to work independently while managing routine tasks in a fast-paced environment.
- Interest in staying informed on issues related to antisemitism, hate speech, disinformation, or digital security.
- Willingness to adapt to changing priorities and support the team where needed.
- Ability to work effectively with colleagues and stakeholders from different countries or cultural backgrounds.

What we offer

	Our offer
Remuneration	<ul style="list-style-type: none"> • We offer remuneration in line with the German tariff TVöD Bund, depending on personal qualifications and suitability up to 60,072.01
Contract type and duration	<ul style="list-style-type: none"> • This position is subject to funding and may be offered full-time (100%, 40 hours/week) or part-time (from 80%, 32 hours/week), depending on funding availability.
Working time model	<ul style="list-style-type: none"> • We have a flexitime model, with flexible scheduling from Monday to Friday • With us, all travel time is also recognised as working time. • We aim for one-hour lunch break per day
Holidays and overtime	<ul style="list-style-type: none"> • In addition to the statutory holiday, we continue to offer 7 days of holiday, which we take together as a Christmas break over the turn of the year. • Should you ever have to work overtime, we will compensate you with free time at short notice (We want you to recover). • We have a meeting-free period in August, which makes summer holiday planning much easier.
Job choice	<ul style="list-style-type: none"> • We work in a hybrid working model of mobile working and the possibility to use our office.
Our Office	<ul style="list-style-type: none"> • We offer a place in our bright, modern loft office in Berlin's City-West with: <ul style="list-style-type: none"> ○ Height-adjustable desks ○ ergonomic office chairs ○ a dedicated laptop with a neck-friendly laptop stand, extra monitor, individual workplace lighting with healthy, adjustable light settings ○ Coffee, tea, water unlimited

	<ul style="list-style-type: none"> ○ Perfect connections to public transport and various shopping facilities and restaurants
Our team culture	<ul style="list-style-type: none"> • We are a dedicated team in an ambitious and constantly growing international organisation • We provide space for innovative ideas and lifelong learning • We regularly train ourselves on the topics of our time, e.g. stress management, diversity, dealing with the media, etc. • We proactively support training and development • We support our team with supervision services when needed