

International Officers

The International Officers (IOs) of the European Student Think Tank coordinate and support a team of EST Ambassadors in collaboration with the Head of the International Office.

As an International Officer, you will help Ambassadors make the most of the opportunities available within EST, support their development and engagement throughout the term, and contribute to strengthening EST's international and local presence.

The role combines **team coordination, mentoring, project management and strategic development**. IOs are part of the International Office team and contribute to shaping and improving the department's activities and structures.

Responsibilities

As an International Officer, you will:

- **Coordinate and support a team of EST Ambassadors** throughout the term, helping them remain engaged and make meaningful contributions to EST.
- **Hold regular meetings and check-ins with Ambassadors**, providing guidance, feedback and support and following their progress throughout the term.
- **Help Ambassadors develop and deliver their contributions and projects**, including articles, policy briefs, infographics, visual content, events and other initiatives.
- **Keep Ambassadors informed about EST initiatives and opportunities**, including strategic projects, external policy-oriented activities, competitions, awards and potential collaborations.
- **Encourage collaboration** between Ambassadors within and across teams, identifying opportunities for joint projects, outreach and other initiatives.
- **Support the onboarding and development of Ambassadors**, helping them understand their role, expectations and the opportunities available within EST.
- **Contribute to the development of the International Office**, working with the Head of IO and other International Officers to improve its structures, activities, projects and internal processes.
- **Take an active role in strategic EST initiatives**, such as the EST Academy, Special Issues or other cross-departmental projects.

What we are looking for

We are looking for candidates who:

- are students or young professionals
- have strong **leadership and interpersonal skills**;
- have excellent command of English (**C1–C2**);
- are able to actively listen to and respond to the needs of other team members;

- have strong **communication and organisational skills**;
- are able to provide constructive feedback and support;
- take initiative and are able to work independently as well as collaboratively;
- are able to manage multiple responsibilities and meet deadlines consistently;
- are interested in European affairs, international cooperation, public policy or related fields.

Previous experience in youth-led initiatives, student organisations, volunteering or similar activities is considered an asset, but **is not required**. What matters most is your motivation, reliability, ability to work with others and willingness to take responsibility within the International Office.

What can you expect from this role?

As an International Officer, you will have the opportunity to:

- develop practical experience in **team coordination, leadership and project management**;
- work closely with Ambassadors and other EST departments across Europe;
- contribute to strategic EST projects and initiatives;
- develop and implement your own ideas within the International Office;
- gain experience in an international, youth-led think tank environment;
- contribute directly to the development of EST's Ambassador network and international presence.

Time commitment

International Officers should be prepared to dedicate approximately **5–7 hours per week** to the role.

The workload may vary throughout the term, with busier periods during recruitment and onboarding, major EST activities and periods requiring increased support for Ambassadors.

As the role involves coordinating a team, regular availability and communication are essential.

Eligibility & Practical Information

As EST's activities and online meetings are organised according to the **Central European Time (CET/CEST) time zone**, we are currently accepting applications from people residing in countries within **±2 hours of this time zone**, for logistical reasons.

All positions within EST are **voluntary and unpaid**. All selected members are required to pay a **small membership fee**, which contributes to the administrative costs of the organisation.

Application Process

If you are interested in joining the International Office, please complete the **application form** and upload your CV and motivation letter. Applications will be assessed on a **rolling basis**. Shortlisted candidates will be invited to an interview.

If you have any questions about the role, please contact the current Head of the International Office at **head.international.office@esthinktank.com**.

FORM LINK: <https://forms.gle/McF8fxcuWU2JNskh9>