

GRF Associate Position

GRF is accepting applications for a new Associate position.

GRF is an independent, non-profit membership association which brings together leaders in Turkish business, academia, government, law, arts and the sciences.

The Forum aims to serve as a venue for long-term policy deliberations on matters related to international and global affairs.

The main responsibilities and tasks of the position are as follows:

- Assisting with coordination of Task Force meetings and Roundtables, as well as taking meeting notes,
- Drafting GRF internal and external correspondence,
- Taking part in preparation of the Annual Report,
- Editing and proofreading scholarly work and articles for publishing,
- Assisting in the admission process for prospective GRF Young Scholars / Young Professionals / Young Academics Programmes,
- Assisting with management of GRF website / intranet / social media channels,
- Assisting with writing content for GRF's monthly bulletin,
- Reporting directly to President or Executive Director, functionally to Project Directors.

The applicant should have the following qualifications:

- Advanced university degree (master's degree or equivalent)
- Degree in economics, engineering, finance, public policy, international relations, or related discipline, highly preferred
- Complete fluency and perfect command of written and spoken English and Turkish
- Proven track record of excellent communication, organisational and leadership skills
- International exposure (Academic or Professional) is preferred
- Completion of GRF community programs will be noted

The application deadline is **April 20th, 2022**.

Resume and cover letter should be addressed to: dsoyler@gif.org.tr and csimsek@gif.org.tr.