



Jan Johannsmann

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Call for Support

Model NATO Germany is looking for volunteers to organize the 3rd Model NATO Germany, taking place from the 10th to the 14th of November 2025, as

Executive Assistant

As a non-profit organization, Model NATO Germany is dedicated to ensuring a sustainable future for NATO as an institution of collective defense. Our mission is to empower the next generation of decision-makers and passionate students with a profound understanding of NATO's values, decision-making processes, political intricacies, and its pivotal role in transatlantic security.

During a four-day simulation, we will grant 96 students and young professionals from Germany and abroad the opportunity to address a hypothetical crisis scenario within the mechanisms and processes of the North Atlantic Treaty Organization. Filling the roles of National Representatives working in delegations, the students will have to coordinate their actions beyond their assigned committees and negotiate their standpoints within both the North Atlantic Council, the Military Committee, as well as a scenario-dependent third committee.

As the **Executive Assistant**, you will work directly with our Managing Director and Chairperson to ensure a smooth conference and lead-up throughout the year. Your tasks will include a range of activities, from planning and facilitating meetings to overseeing internal processes and communicating between different departments and external partners. Your exact responsibilities will be developed cooperatively with you based on your interests and skills, and involvement in other parts of the organization is definitely possible.

For this position, we are looking for people with strong organizational skills, high reliability, and a proactive attitude. Due to the scope of your tasks, holistic thinking will be a crucial component, alongside strong communication skills. Proficiency in the English Language is required; German proficiency might be useful. Prior experience in project management and a general interest in security policy and NATO-related issues are a plus.

We offer the opportunity to gain valuable experience in project management and in shaping a non-profit organization to effectively reach its goals and ambitions. You will have the opportunity to develop a wide range of soft skills while working within a team of highly motivated individuals from different backgrounds.

Applications, consisting of a short motivation letter (maximum 1 page in English) and a CV (in English) can be sent by e-mail to jan.johannsmann@modelnatogermany.de by the 2nd of March 2025.