



Research Assistant (20 hours/week)

The Institute for the Danube Region and Central Europe (IDM) is a regional think tank based in Vienna. Founded in 1953, the institute conducts research with a geographical focus on Central, Eastern and Southeastern Europe, particularly the Danube Region. We are looking for a highly motivated research assistant to join our team from **1 March 2026**.

Your responsibilities:

- Support the implementation of the new project "**Citizens for EU Enlargement**" (**CitizEn**), funded by the Calouste Gulbenkian Foundation.
- Maintain and update the IDM's website and social media channels.
- Conduct desk research and prepare briefings and background notes.
- Support IDM's ongoing work (publications, events, project proposals/applications, and educational activities).

Profile:

- Strong interest in topics related to the IDM's target countries and the wider region.
- Completed Bachelor's degree (or equivalent) in a relevant field (e.g. Political Science, International Relations, European Studies, etc.).
- Initial relevant experience (internships or comparable roles are welcome).
- Ability to coordinate multiple tasks and stakeholders; reliable and well organised.
- Works independently and enjoys teamwork.
- Excellent English (written and spoken).
- Willingness to travel occasionally to the IDM's target countries (business trips).

Desirable qualifications:

- Interest in contributing to the IDM's organisational development beyond day-to-day tasks.
- Motivation to develop subject-matter expertise and communicate it through short policy texts, presentations, publications, or interviews.
- Basic experience with Canva (or similar tools).
- Knowledge of one or more of the IDM's target countries.
- German and/or other relevant languages is an asset.

What we offer:

- A permanent part-time position (20 hours/week) in a small, international team with flat hierarchies and room to develop and implement ideas across the IDM's formats (events, publications, outreach, analysis).
- Work location: IDM, Hahngasse 6, 1090 Vienna, with flexibility in how working days are arranged.
- Hybrid work: possibility to work from home on selected days (by arrangement), including up to 20 days of home office abroad per year.
- Remuneration: gross salary from EUR 1,000 per month (14 payments per year) for 20 hours/week. Qualifications and experience will be taken into consideration.
- Opportunities for further training and professional development.
- Long-term perspective: possibility of a full-time position in the future. Students are encouraged to apply.

Application & process:

Please send your application as a **single PDF** by **8 February 2026** to: idm@idm.at.

Please include:

- CV
- Answers to the questions below (instead of a motivation letter):
 1. What interests you most about the IDM's work and this role (max 150 words)?
 2. Describe one topic related to EU enlargement / Central and Eastern Europe that you have worked on (study, internship, publication, project). What was your contribution (max 200 words)?
 3. Give an example of how you would turn a research insight into a short social media post (choose one platform; max 120 words).
 4. Describe a situation where you managed multiple tasks/deadlines. What approach did you use (max 150 words)?

Interviews are expected to take place in **mid-February 2026** (online or in person in Vienna).

For further information, please contact:

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