



## **Internship Program at the Organizing Committee of the Warsaw Security Forum 2026**

Casimir Pulaski Foundation is a leading Polish think-tank specializing in foreign policy and international security.

Due to the dynamic development of the annual high-level conference - Warsaw Security Forum, which is a platform for dialogue on international security policy, we are looking for candidates for the following positions:

- Assistant to the Head of the Organizing Committee
- VIP Liaison & Delegations Support
- Business Partners Support
- Participants & Registration Support
- Logistics Support
- Communication & Media Support

Short-term internship opportunities

- Closed Formats Support
- Bilateral Meetings Support
- App & System Support
- Section Coordinator

Cooperation ends with the issuance of a certificate of completed internships, and in the case of exceptionally successful cooperation also a recommendation. We also do not rule out presenting selected interns with a job offer at the Foundation.

Below you will find a detailed description of the available roles, along with the requirements that must be met in order to apply for a specific position.

## **We offer:**

- The opportunity to gain experience in the best think-tank in the field of defense and national security in Poland (Casimir Pulaski Foundation - No. 1 Defense and National Security Think Tank in Poland according to 2019 Global Go To Think Tank Index Report)
- The opportunity to work in a dynamic, international and friendly environment - the human factor is half of every day satisfaction for us!
- Free access to a wide range of training courses organized by the European Academy of Diplomacy
- Opportunity to co-create the logistics of one of the most important diplomatic events in Europe.
- Gaining unique experience in managing logistics for high-level events with the highest security standards.

## **The recruitment process:**

Stage 1 – Candidates are required to apply via the registration link available at Warsaw Security Forum Internships and upload their CV together with a short motivation statement. We will carefully review all applications, paying particular attention to your motivation and interest in joining the Warsaw Security Forum team.

Stage 2 – Selected candidates will be invited to an in-person meeting at the Foundation's office on Oleandrów Street in Warsaw with the Head of the WSF Organising Committee, who will conduct the recruitment interview. The meeting will focus on assessing candidates' language skills, interpersonal competences, and motivation.

Within a maximum of two weeks following the interview process, candidates will receive information regarding the position offered to them. Please note that the proposed role may differ from the position initially indicated in the application.

Within the following three days, we will expect a final confirmation of your decision to join the Organising Committee as part of a paid internship programme. The internship will take place at the Foundation's headquarters on Oleandrów Street in Warsaw and will require full-time availability, five days per week.

## **Positions and Responsibilities**

### **Assistant to the Organizing Committee of the Warsaw Security Forum**

Number of available positions: 1  
The preferred start date is July 2026

#### **Internship description:**

The Organizing Committee is responsible for the implementation of the demanding event which is the Warsaw Security Forum. We are looking for a person to join our team who will support administrative and logistic activities:

- preparation, printing and management of printed materials
- close cooperation with the team and supporting the team in other works - work with databases and CRM
- ongoing support for the activities of the Organizing Committee
- cooperation with the communication department

#### **Requirements:**

- fluent knowledge of English and Polish in speech and writing
- good knowledge of Microsoft Office and Google Workspace tools
- excellent communication and interpersonal skills
- excellent organizational skills and high degree of independence
- good manners;

## **VIP Liaison & Delegations Support**

Number of available positions: 1  
The preferred start date is July 2026

### **Internship description:**

As a VIP Liaison & Delegations Support, you will help ensure smooth and professional communication with high-level guests, speakers, diplomats, and international delegations attending the Warsaw Security Forum. The role focuses strongly on remote coordination and email correspondence, as well as on-site support during the event. You will be in regular contact with speakers before and during the Forum, helping coordinate details, answer questions, and make sure all information is clear and up to date. Your responsibilities include:

- managing correspondence with VIP guests, speakers, and delegations before and during the Forum
- collecting, verifying, and updating participant information (travel details, accreditation data, special requirements)
- serving as a remote point of contact, responding to inquiries in a timely and professional manner
- providing on-site support when needed, ensuring continuity between remote coordination and in-person assistance
- coordinating logistics and key arrangements, ensuring alignment across all stakeholders on schedules, access, and procedures

### **Requirements:**

- fluent knowledge of English; knowledge of Polish is an advantage
- excellent communication and interpersonal skills
- good knowledge of Microsoft Office and Google Workspace tools
- familiarity with diplomatic protocol is highly appreciated;

## **Business Partners Support**

Number of available positions: 1  
The preferred start date is July 2026

### **Internship description:**

The Warsaw Security Forum as the largest security conference in the region has many business and institutional partners. A person in the position of Business Partners Support would be responsible for:

- ongoing cooperation with other members of the Warsaw Security Forum Organizing Committee
- constant contact with conference partners
- handling inquiries from partners (including contact with other departments of the Foundation)
- coordination of partnership agreements and their implementation during the Warsaw Security Forum
- cooperation in organizing events dedicated to partners (bilateral meetings, parties and working formats)

### **Requirements:**

- fluent knowledge of English; knowledge of Polish is an advantage
- good knowledge of Microsoft Office and Google Workspace tools
- excellent communication and interpersonal skills
- excellent organizational skills and high degree of independence
- good manners;

## **Participants & Registration Support**

Number of available positions: 1  
The preferred start date is July 2026

### **Internship description:**

We invite you to join the team which, within the Warsaw Security Forum Organizing Committee, is responsible for care and contact with the participants of the event, in particular:

- work with databases
- ongoing contact with invited participants
- cooperation with other departments, as part of the implementation of their tasks
- coordination of incoming materials from participants
- handling incoming requests for participation
- preparation of invitations for dispatch
- preparation of other printed materials
- cooperation with other members of the Organizing Committee

### **Requirements:**

- fluent knowledge of English, knowledge of Polish is an advantage
- good knowledge of Microsoft Office and Google Workspace tools
- excellent communication and interpersonal skills
- excellent organizational skills and high degree of independence
- good manners;

## **Logistics Support**

Number of available positions: 1  
The preferred start date is July 2026

### **Internship description:**

We invite you to join the team which, within the Warsaw Security Forum Organizing Committee, is responsible for the technical, transport and accommodation facilities of the event, in particular:

- coordination of airport transfers and VIP transport between the venue and hotels.
- cooperation with partner hotels, managing rooming lists and optimizing accommodation costs.
- planning room layouts, coordinating deliveries of technical equipment, furniture and branding materials.
- contact with catering and technical (AV) companies as well as security agencies.
- presence and control of technical works at the venue.

### **Requirements:**

- fluent knowledge of English; knowledge of Polish is an advantage
- good knowledge of Microsoft Office and Google Workspace tools
- ability to plan multiple processes simultaneously under time pressure
- excellent communication and interpersonal skills
- strong problem-solving skills and a proactive, solution-oriented approach, particularly in high-pressure or crisis situations
- valid Category B driving license will be considered an advantage;

## **Communication & Media Support**

Number of available positions: 1  
The preferred start date is July 2026

### **Internship description:**

As a Communication & Media Support at the Warsaw Security Forum, you will support press operations and communication activities related to one of Europe's leading international security and foreign policy conferences. The role combines content preparation, media coordination, and communication support in a fast-paced, high-level diplomatic environment. You will also closely cooperate with our Communications Office, contributing to the Forum's visibility and ensuring consistent messaging across all communication channels during the event. Your responsibilities include:

- supporting social media activities, including content preparation and scheduling
- assisting in managing media and press inquiries
- coordinating and supporting media-related activities in cooperation with the Communications Office
- assisting in proofreading and editing communication materials for clarity and consistency
- maintaining and updating media contact lists and communication databases
- supporting on-site communication and media activities during the Forum when required
- cooperation with other members of the Organizing Committee

### **Requirements:**

- fluent knowledge of English; knowledge of Polish is an advantage
- strong writing and editing skills in English
- interest in international affairs, security policy, or public communication
- good understanding of media and digital communication tools
- previous experience in communications, journalism, PR, or event support is an advantage;

## **Shorter internship format is available starting from September (or earlier upon agreement)**

### **Closed Formats Support**

Number of available positions: 1

#### **Responsibilities:**

- Support the organization of closed-format events
- Prepare materials and coordinate participants
- Communicate with internal teams
- Monitor task execution and timelines

#### **Requirements:**

- Strong organizational skills and attention to detail
- Good communication skills
- Ability to work in a fast-paced environment
- Familiarity with office tools is an advantage

### **Bilateral Meetings Support**

Number of available positions: 1

#### **Responsibilities:**

- Assist in organizing and supporting bilateral meetings
- Coordinate schedules and participants
- Manage databases and meeting calendars
- Provide operational support to the team

#### **Requirements:**

- High level of responsibility
- Strong communication and interpersonal skills
- Ability to manage processes efficiently
- Foreign language skills are a plus

## **App & System Support**

Number of available positions: 1

### **Responsibilities:**

- Assist with applications and internal systems
- Provide user support
- Help test and monitor system functionality
- Support the team with operational tasks

### **Requirements:**

- Basic understanding of digital tools
- Technical literacy
- Fast learning ability
- Problem-solving mindset

## **Section Coordinator**

Number of available positions: 4

Duration: 2 weeks in October

### **Responsibilities:**

- Coordinate section activities during the project
- Support participants and speakers
- Oversee scheduling and logistics
- Resolve on-site operational issues

### **Requirements:**

- Leadership skills
- Strong organizational abilities
- Stress resilience
- Availability for intensive project work during the assigned period