**ERASMUS INTERNSHIP PLACEMENT**

**Fundación Red Deporte y Cooperación**

Sport and Cooperation Network (Red Deporte y Cooperación) is a nonprofit organization based in Spain and the United States. Entering its second decade, the network specializes in using the power of sport and physical activities to educate youth and unite communities in the developing countries of Africa, South America, and Caribbean through broad-based educational programs and by constructing or renovating community sports facilities in impoverished neighborhoods.

**Position title:** Cooperation Officer Assistant

**City/Country:** Madrid/Spain

**Application deadline:** 12. 12. 2013 – You have to use the INTLAG database to apply for the position (www.upol.intlag.cz).

**Latest start date:** 1.2.2014

**Duration:** 3 months or more

**Position purpose:**

* The Cooperation Project Intern is an unpaid position responsible for supporting NGOs on tasks from the Department of International Cooperation Projects.
* S/he will work under the supervision of the project manager and will be in touch with the Head of Project Coordination to support all activities from HQ about the cooperation projects.

**Duties and responsibilities:**

* Assist in the research of documents and articles relevant to cooperation projects.
* Evaluate proposals for cooperation projects submitted by local counterparts.
* Assist in the production of guides, manuals, and RDC documents.
* Analysis of the documents and data to produce projects proposals.
* Assist in the formulation of the projects by using standard methodology of the cooperation.
* Assist in the production of final reports and monitoring, both technically and financially.
* Data analysis.

**Qualifications**

**Professional competencies:**

* Degree in Economics, Social Sciences, Political Science, Development Studies, Sport Science
* Finished, currently studying, or being in a practice period **of Master Studies**
* NGO experience as a volunteer will be valued
* Medium to high level of English fluency, Spanish Intermediate
* Proficient in Microsoft Office
* knowledge of Project Cycle Management

If you need further information concerning the internship or INTLAG, don’t hesitate to contact Simona Šafaříková (simona.safarikova@upol.cz).