

INTERNSHIP PROPOSAL

DEEEP4 - Citizen Empowerment for Global Justice Department **Division: Communication** (Communication and event support trainee) **Brussels, Belgium**

DEEEP is a project of the European Confederation of Development NGOs CONCORD in the field of active global citizenship and global learning. We work with the CONCORD members in the fields of advocacy, research, capacity development, communication and global partnerships. The current EC funded project phase is running from 2013 to 2015, under the legal lead of the Finnish NGDO platform Kehys.

Position purpose

- Get to know the functioning of a communication service in the NGO sector
- Acquire and apply skills in using online media and social networks in the application of the communication strategy
- Learn to systematize resources related to the development of an online and offline library
- Help to set up international events
- Make a work experience in a European network
- Practice English

Duties and responsibilities

- Under the supervision of the communication officer, further develop the DEEEP offline library: register printed resources in a catalogue document, refine categories and identify gaps and potential of further development of the library
- Assist in the conceptualization of the DEEEP library, including online and offline resources and online interface
- Support the general communication work, in particular around updating the website and DEEEP social media presence, participation in content design and writing of the DEEEP newsletter, and contribution to the reflection on the redesign of the DEEEP website
- Support in the organization of events, including event logistics, programme design and communication with participants
- Participation in general activities of DEEEP staff, such as weekly team meetings, team days, CONCORD staff meetings, DEEEP management group meetings, DARE Forum meetings etc.

Level of study: Bc. or Mgr.

Professional competencies: Commitment to the values of DEEEP

Key competencies/Language skills: English - Advanced (Required)

Key competencies/Computer skills: Word processing - Independent user, Spreadsheets - Independent user, Web Browsing and Communication - Independent user, Web Editing - Basic user

Key competencies/Other: Interpersonal Skills, Integrity, Professionalism, Initiative, Reliability, Responsibility, Lifelong Learning, Communication, Critical & Analytical Thinking, Teamwork, Problem Solving & Decision Making

How to apply

Please send CV, cover letter by 18.5.2014 at the latest via INTLAG

Earliest start date: 23.6.2014

Latest start date: 14.7.2014

Duration: 6 months

This internship will be financed through project Development of Quality Assurance System of International Work Placements of Palacký University Students and through UP PSTROS.