

## ***Internship at Caritas CR - Humanitarian Aid and Development Coordination – Ukraine response/study trip of Ukrainian experts to the Czech Republic***

Caritas Czech Republic is assisting in Ukraine since October 2013 when the Maidan protests against president Janukovyc started. Since, this time the civic conflicts are happening, especially in Ukrainian Russian borders. Already 260 000 of local people were displaced and temporarily placed in provisional refugee camps.

Besides providing humanitarian aid such as delivering food, hygiene packages, providing people with clothing and tools for cooking, Caritas CR has been supporting social and medical services for people affected by the conflicts.

Caritas Czech Republic together with Caritas Ukraine organized in May 2014 two trainings on psychosocial assistance in crises situation for altogether 71 psychologist and other workers from helping professions from Kyiv and Lviv. In this moment, we are preparing training for Ukrainian trainers on Post Stress Trauma Situation. They will later on train their colleagues in cognitive behavioral therapy for those who took part in armed conflict and to their family members, also to those who were hit by traumatic event.

In October 2014, Caritas Czech Republic will invite 15 Ukrainian specialists to the Czech Republic to provide them with the training. Caritas Czech Republic seeks an intern who will help with logistic of this event.

### ***Job Description***

#### **Activities:**

- Preparation invitation letters and arranging Schengen visas for 15 selected Ukrainian specialists
- Accommodation and transportation for the participants, booking flight tickets.
- Training organization – securing training rooms, coffee breaks, lunches, training materials
- Cooperation with trainers, translators and interpreters (from Russian to Czech and back)
- Participating in PR of the event/possible press conference, guiding participants to medias, writing articles etc.

### ***Required Skills***

- Excellent communication and organization skills, sense for responsibility
- Good both, writing and speaking, knowledge of Russian and English
- Good orientation skills of Prague
- Interests in humanitarian aid, psychological intervention preferably

### **Caritas CR offers**

- Work in organization that works long term in a humanitarian aid and development cooperation sector.
- Work in a multicultural environment.

**Duration of internship:** mid of September - mid of November 2014

**Place:** HQ of CCR Humanitarian Aid and Development Cooperation, Vladislavova 12, 110 00 Prague 1

### **How to apply?**

Please, send a motivation letter (max, 1 A4) in English why would you like to become an intern at CCR and what is your motivation specifically to participate in this position together with CV in English.

Selected candidates will be invited for an interview to our HQ.

Please, send both, motivation letter and CV, to [Barbora.vodickova@charita.cz](mailto:Barbora.vodickova@charita.cz), please state in the subject of the email: internship\_Ukraine response\_Surname, Name.