

INTERNSHIP PROPOSAL

CONCORD (The European NGO confederation for relief and development)

Department/Division: European Year of Development Project

CONCORD is the European NGO confederation for Relief and Development. Its 27 national associations, 18 international networks and 2 associate members represent 1,800 NGOs which are supported by millions of citizens across Europe. CONCORD leads reflection and political actions and regularly engages in dialogue with the European institutions and other civil society organizations. At global level, CONCORD is actively involved in the CSO Partnership on Development Effectiveness, Beyond 2015 campaign and the International Forum of NGO platforms. www.concordeurope.org.

Position title: Student Internship for the European Year of Development 2015

Position purpose: The intern will be part of the EYD-2015 Team and will report to the Project Officer responsible for supporting the Project Coordinator in ensuring the implementation of the EY2015 work plan. The role involves supporting the work related to the EYD-2015 Project.

Duties and responsibilities:

Main tasks in the field of Project Management:

- Support the Project Officer in implementing the EY2015 work plan
- Help organize the EY2015 central activities, including two European conferences
- Help coordinate EY2015 activities with the CONCORD secretariat's core activities
- Assist the Project Officer with the implementation of the sub-granting activities, including the follow-up of budget and eligible expenses in collaboration with the CONCORD Finance department
- Help implement the policy and advocacy priorities and strategies identified by the EY2015 Steering Group
- Help prepare the Narrative report
- Assist and attend activities when required

In the field of Communication, Policy and Advocacy:

- Assist with the preparation of the preliminary documents for meetings in collaboration with the Communication Officer
- Help coordinate the cross-sectorial cooperation and advocacy work related to the project in cooperation with the Project Officer and Coordinator
- Help gather Policy and Advocacy inputs from and to relevant structures in coordination with the Capacity Building Officer
- Assist with the monthly newsletters of the EY2015
- Support the Project Officer in giving newsfeeds and updates to any other communication channels as appropriate (newsletters of other organizations, web sites etc.)
- Participation in relevant meetings or conferences

Professional competencies:

- Excellent interpersonal and communication skills; Eager to take initiative
- Team player capable of working under pressure and in a small, dynamic and multi-cultural NGO environment;
- Excellent spoken and written English, Strong computer skills,
- French / Spanish /other European languages are assets

Key competencies/Language skills: English - Proficiency (Required), French - Intermediate (Preferred)

Key competencies/Computer skills: Word processing - Proficient user

Key competencies/Other: Interpersonal Skills, Initiative, Teamwork

How to apply: Please send CV, cover letter by **30.10.2014 at the latest (via INTLAG)**.

City/Country: Brussels Belgium

Earliest start date: 1.11.2014

Latest start date: 15.11.2014

Duration: 6 months (negotiable)

Financial contribution: 100 EUR/month

Contribution in kind: travel allowance

Working language/s: English