

INTERNSHIP PROPOSAL

Nadacia Habitat for Humanity International

Department/Division: Global Village Team

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

Position title: Volunteer Programs Intern

Duties and responsibilities - KEY RESPONSIBILITIES:

- Regular administrative support to Volunteer Program Specialists with sending their GV teams: compiling emergency contact information, registering volunteers with respective embassies, evaluation downloads etc.
- Ad hoc projects to support overall and specific work of GV team – reports, research, database update.
- Updates for web site and social media about volunteering and development.

Professional competencies:

- Fluency in written and oral English
- Ability to work independently and take initiative
- Good communication, interpersonal skills
- Report / document writing skills
- Knowledge of computer software programs: Windows, Microsoft Office, Internet
- Experience or/and willingness to work in cross-cultural settings

Key competencies/Language skills:

- English - Advanced (Required)

Key competencies/Computer skills:

- Spreadsheets - Independent user

Key competencies/Other:

- Interpersonal Skills
- Communication

How to apply: Please send CV, cover letter by 20.10.2014 at the latest.

Working language/s: English

City/Country: Bratislava, Slovakia

Earliest start date: 3. 11. 2014

Latest start date: 7. 1. 2015

Duration: 6 months

Application deadline: 20.10.2014