**INTERNSHIP PROPOSAL**

**OK4EU/Representation of the Olomouc Region to the EU**

**Department/Division: Representation of the Olomouc Region to the EU**

The basic objective of OK4EU is to represent the interests of the Olomouc Region in the European Union institutions and in accordance with the accessible possibilities, in European associations and networks of regions, as well. The main task of the interest association OK4EU is to represent the members of the association – institutions and organisations with the seat in the Olomouc Region. The association shall inform the members about the opportunities they can use. OK4EU monitors the legislation of the European Union and inform the members about important changes in this field. The main tasks/functions of the association are: informative, educative, organizational, representation, promotional.

**Position title:** Trainee

**Position purpose:**

**Duties and responsibilities:**

* to assist in the meetings, seminars and conferences in Brussels
* to monitor the activities of the EU institutions and EU policies
* to provide organisational support to authorities of the Olomouc Region eventually to other members of OK4EU members in Brussels
* to assist in organising cultural and specialized events in Brussels
* to update the website OK4EU and social network accounts
* to translate documents and to fulfill other administrative tasks (work in Excel, Word, PowerPoint, etc.)

**Professional competencies:**

* high motivation for gaining international experience and participating in the activities of the Representation the Olomouc Region to the EU are the main condition (it should be highlighted in the motivation letter)
* a commitment to teamwork and flexibility in taking various responsibilities and tasks from administration work to logistics operations are required
* previous experience of studying or working abroad (including summer jobs or internships) is valued
* specific experience in one of the above mentioned areas (particularly in the EU) can be an asset

**Key competencies/Language skills:** English - Upper intermediate (Required)**,** French - Intermediate (Preferred)

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

**Key competencies/Other:** Planning & Organizing**,** Critical & Analytical Thinking**,** Responsibility**,** Scheduling & Coordinating**,** Monitoring Work**,** Informing**,** Teamwork**,** Adaptability/Flexibility

**How to apply:** Please send CV, cover letter **by 26.11.2014 at the latest (via INTLAG)**

**Pro více informací kontaktujte Romana Adamce, který momentálně stáž absolvuje.**

**Email:** adamec.roman@email.cz

**Financial contribution:** 100 EUR/month

**Contribution in kind:** travel allowance

**Working language/s:** Czech, English

**City/Country:** Brussels Belgium

**Earliest start date:** 2.2.2015

**Latest start date:** 30.6.2015

**Duration:** 5 months