**INTERSHIP PROPOSAL**

**Človek v ohrození, občianske združenie**

People in Peril is a non-profit civil society association, established in Slovakia in 1999. Our mission is to provide effective support to those who suffer the consequences of natural catastrophes, conflicts and authoritarian regimes. Through our activities in Slovakia we strive to contribute to forming open, tolerant and solidary society. Our activities range from Humanitarian Aid and Development Cooperation to Human Rights Advocacy and Education and Awareness Raising Activities in Slovakia, which include the One World Documentary Film Festival.

**Position title:** Assisstant

**Position purpose:** Support to current staff

**Duties and responsibilities:**

* internet research - preparation of education materials and analytic papers
* proposal writing
* project management of humanitarian, development and democratization projects
* translations
* preparation of PR outputs
* organization of training events
* assistance in fundraising and promotion events

**Professional competencies:** Leadership, Teamwork, Time management, Presentation skills, Communication skills

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

**Key competencies/Computer skills:**

* Word processing - Independent user
* Spreadsheets - Independent user
* Presentation - Independent user
* 2D Computer Aided Design and Image Editing - Basic user

**Key competencies/Other:**

* Responsibility
* Reliability
* Initiative
* Integrity
* Critical & Analytical Thinking

**How to apply: Please send CV, cover letter by 15. 2. 2015 at the latest**

**(via Intlag).**

**Working language/s:** English

**City/Country:** Bratislava Slovakia

**Earliest start date:** 1.3.2015

**Latest start date:** 15.4.2015

**Duration:** 3 months/month

**Contribution in kind:** none