**INTERNSHIP PROPOSAL IN CONCORD**

**Department/Division: European Year for 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 organisations. At global level, CONCORD is actively involved in the CSO Partnership on Development Effectiveness, Beyond 2015 campaign and the International Forum of NGO platforms. More on [www.concordeurope.org](http://www.concordeurope.org).

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

**Position purpose:** The intern will be part of the EYD2015 Team and will closely work with all members of the Team. The overall coordination of the Team is overseen by the Project Coordinator in ensuring the implementation of the EYD2015 work plan.

**Duties and responsibilities:**

* In the field of Project Management
* Support in implementing the EYD2015 work plan
* Help in organizing the EYD2015 central activities, including two European conferences
* Assist with the implementation of the sub-granting activities
* Help in implementing the policy and advocacy priorities and strategies identified by the EYD2015 Steering Group
* Help in preparing documents, e.g. reports and minutes of meetings
* Assist and attend activities when required
* In the field of Communication, Policy and Advocacy
* Help in coordinating the cross-sectorial cooperation and advocacy work related to the project
* Help gathering Policy and Advocacy inputs from and to relevant structures
* Assist with the preparation of communication material, e.g. regular newsletters of the EYD2015
* Support in giving newsfeeds and updates to any other communication channels as appropriate (newsletters of other organizations, web sites
* etc.) and following the relevant media
* Participation in relevant meetings or conferences

**Qualifications:**

**Field/s of study:** Earth science**,** Political science and civics

**Level of study:** master

**Professional competencies:** Educational Background, The Intern’s university studies will preferably be in development studies, political science or EU studies.

**Desirable skills**: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

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

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

**How to apply:**Please send CV, cover letter by **15/05/2015 at the latest (via INTLAG)**

**Duration:** 6 months

**Financial contribution:** 100 euros EUR/month

**Contribution in kind:** travel allowance

**City/Country:** Bruxelles Belgium

**Earliest start date:** 15/05/2015

**Latest start date:** 15/06/2015