

ADRA Slovensko

Department/Division: Project Management

Adventist Development and Relief Association (ADRA) is a non-profit, non-governmental organization founded in Slovakia in 1992. As a citizen's association, it carries out activities in the field of development and humanitarian assistance in Slovakia and abroad.

Position title: Administrative Assistant/Project Assistant

Position purpose: The internship position creates a mutually beneficial relationship between ADRA Slovakia and Intern. ADRA Slovakia implements international development projects and needs a lot of support in administration, communication, PR. Intern could gain a lot of experience from our projects and operational management of the office.

Duties and responsibilities: An Intern should participate in:

- introduction into the ADRA background, network, areas of work
- training on PCM
- regular internal meetings
- other relevant events and external meetings with different stakeholders

An Intern should assist in PCM (project cycle management):

- research of potential grants and donors
- research of potential partners and other stakeholders
- research of topics assigned
- communication with the above stakeholders
- project proposal writing

An Intern should assist in PR:

- organization of ADRA events
- writing and editing of articles
- FB profile updating

An Intern should assist in administration:

- mail, scanning, copying, etc.
- translation into/from English

Qualifications

Field/s of study:

- Humanities (broad programmes)
- Management and administration
- Earth science

Level of study: not relevant

Professional competencies: We welcome interns with/without previous professional experience who are motivated, initiative and flexible. Intern should be computer literate with interest and experience in social media.

Key competencies/Language skills:

- English - Upper intermediate (Required)
- Russian - Elementary (Preferred)

Key competencies/Computer skills:

- Word processing - Independent user
- Spreadsheets - Independent user
- Web Browsing and Communication - Independent user

Key competencies/Other:

- Teamwork
- Initiative
- Reliability
- Networking

How to apply

Please send CV, cover letter by 30/11/2015 at the latest.

Facts

Economic sector: Social work activities without accommodation

Size: staff 1 to 20

Working language/s: Slovak, English

Type of work placement: Internship

City/Country: Bratislava Slovakia

Earliest start date: 01/01/2016

Latest start date: 01/02/2016

Duration: 3.6 months

Remuneration:

Application

Required application documents: CV, cover letter

Application deadline: 30/11/2015

Financial contribution: reimbursement of travel and other costs upon agreement
EUR/month
Contribution in kind:
- none