

INTERNSHIP PROPOSAL

People in Peril, non-profit civil society association, Slovakia Department/Division: Global Education

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: Assistant

Position purpose: Support to global education department

Duties and responsibilities:

- assistance with conducting and evaluation of needs assessment related to global education done at Slovak Universities
- track of actual trends and needs in the area of global and development education
- assistance with preparing, modifying and editing of educational materials for schools
- communication with stakeholders (schools, teachers, youth leaders), possibly with project partners and donors
- administration of web portal www.globalnevezdelavanie.sk
- maintenance of teachers' database
- cataloguing of the library
- website update, promotional activities
- assisting in project proposal writing and preparation
- logistical support
- desk office assistance

Professional competencies: analytical skills, organizational skills, communication skills and flexibility

Key competencies/Language skills:

- English - Advanced (Required)

Key competencies/Computer skills:

- Spreadsheets - Independent user

Key competencies/Other:

- Reliability

- Integrity

How to apply: Please send CV, cover letter by 15/12/2015 at the latest.

Working language/s: English

Type of work placement: Internship

City/Country: Bratislava, Slovakia

Earliest start date: 11.1.2015

Latest start date: 11.4.2015

Duration of the internship: 3 months (depending on the agreement with the organization)

Required application documents: CV, cover letter

Application deadline: 15.12.2015

It is possible to ask for ERASMUS+ scholarship for this internship.