

INTERNSHIP PROPOSAL
ADRA Slovakia
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:

The 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

Professional competencies:

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

Key competencies/Language skills: English – Upper Intermediate, Russian – Elementary (Preferred)

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

Key competencies/Other: Initiative, Teamwork, Reliability, Networking

How to apply: Please send CV, cover letter by **31. 1. 2016 at the latest (via INTLAG)**. It is also possible to apply for scholarship through INLTAG for this internship.

City/Country: Bratislava, Slovakia

Earliest start date: 1. 3. 2016

Latest start date: 20. 3. 2016

Financial contribution: reimbursement of travel and other costs upon agreement EUR/month

Contribution in kind: none

Working language/s: English, Slovak

Duration: 3-6 months

All the conditions might be negotiated – start date, duration of the internship. Please do not hesitate to contact Simona Šafaříková.