

INTERNSHIP PROPOSAL

Foundation Habitat for Humanity International

Department/Division: Program Team

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

Position title: Program Intern

Duties and responsibilities - KEY RESPONSIBILITIES:

- 80% - Content management
 - Documents and data mining among existing documents in Area Office and NOs
 - Writing abstracts/summaries of selected documents, indexing documents
 - Uploading documents in repository
 - Tracking statistics on used documents
 - Secondary (desk-top) research on housing related topics
- 20% - Program team support
 - Preparing travel expense reports
 - Admin support as required
 - Supporting office reception if needed

Professional competencies:

- Must be a University student
- Openness to learn and ability to process information
- Excellent command of English
- Willingness to do administrative work
- Interest in housing related topics
- Good computer skills

Key competencies/Language skills:

- English - Advanced (Required)

Key competencies/Computer skills:

- Spreadsheets – Independent user, Word processing – Independent user, Presentation – Independent user

Key competencies/Other:

- Initiative
- Supporting others

How to apply: Please send CV, cover letter by 8. 2. 2016 at the latest.

Working language/s: English

City/Country: Bratislava, Slovakia

Earliest start date: 15. 2. 2016

Latest start date: 1. 3. 2016

Duration: 6 months (can be negotiated)

Application deadline: 8. 2. 2016

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

