

INTERNSHIP PROPOSAL

People in Need, Slovakia **Department/Division: Relief and Development** **Section/Fundraising Section**

People in Need 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 to Relief and Development Section/Fundraising Section

Duties and responsibilities:

- administrative assistance with miscellaneous international projects (Cuba, Kenya, Afghanistan)
- assistance within humanitarian projects of PIN Slovakia
- assistance to Fundraiser of PIN Slovakia
- support during organization of events of the sections
- donor research
- project proposal writing
- editing, copywriting and support to PR activities related to the sections

Professional competencies: analytical and organizational skills, responsible and independent worker, sense of humour, team player

Key competencies/Language skills:

- English - Advanced (Required), Spanish - Upper intermediate (Preferred)

Key competencies/Computer skills:

- Spreadsheets - Independent user

Key competencies/Other:

- Reliability

- Integrity

How to apply: Please send CV, cover letter by **25/11/2016** at the latest.

Working language/s: English

Type of work placement: Internship

City/Country: Bratislava, Slovakia

Earliest start date: 01/02/2017

Latest start date: 30/04/2017

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

Required application documents: CV, cover letter

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