

INTERNSHIP PROPOSAL

Partners for Democratic Change Slovakia

PDCS is a non-governmental organization providing professional training and facilitation services, consultancy and advisory services in areas of conflict resolution, support of dialogue in the society, citizen participation and civil society development in Slovakia and abroad.

Position title: Project Assistant for European Network for Nonviolence and Dialogue

Position purpose: Position is suitable for people interested in:

- 1) Social value based conflicts, which are polarising society and have a potential to escalate into violent conflicts.
- 2) Civic sector/actors and civil society
- 3) European affairs

The position is based on PDCS's project "European Network for Nonviolence and Dialogue" in seven countries (Slovakia, Czech Republic, Poland, Hungary, Bulgaria, Romania, and Germany)

Duties and responsibilities:

- Project management
- Communication with our international partners
- Co-organization of events
- Participation on mapping survey
- PR publications

Professional competencies: project management, writing skills, MS office, research and analytical skills, good communication skills and high flexibility, open mind

Key competencies/Language skills:

- English - Proficiency (Required)

Key competencies/Computer skills:

- Web Browsing and Communication - Proficient user; Word processing - Proficient user, Spreadsheets - Independent user, Web editing – Basic user

Key competencies/Other: Interpersonal Skill, Critical & Analytical Thinking, scheduling and Coordinating, Creative Thinking

How to apply: Please send CV, cover letter by **01/12/2016 at the latest (via INTLAG)**.

Earliest start date: 01/02/2017

City/Country: Bratislava, Slovakia

Latest start date: 01/03/2017

Duration: 6 months

Working language: English, Slovak

This internship can be financed through the ERASMUS+ programme and its length is also negotiable.