

INTERNSHIP POSITION

Človek v ohrození, nezisková organizácia Bratislava, Slovakia

People in Need Slovakia 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 in Global education department

Duties and responsibilities:

- Assistance with preparation of seminars/meetings for teachers within an international project
- Assistance with administration and logistic support of events linked to global education at Slovak Universities
- Communication with stakeholders (schools, teachers, youth leaders), possibly with project partners and donors
- Administration / editing of web portal www.globalnevzdelavanie.sk
- Desk office assistance
- Assistance with project World between the lines (Svet medzi riadkami) with students of journalism

Duration: 3 months

Earliest start date: 03/09/2018

Latest start date: 14/12/2018

Qualifications

Field/s of study:

- Education, Environmental sciences, Social and behavioural sciences, Earth sciences

Professional competencies:

- organizational skills, communication skills and flexibility, analytical skills

Key competencies/Language skills:

- English - Advanced (Preferred)

Key competencies/Computer skills:

- Spreadsheets - Independent user

Key competencies/Other:

- Interpersonal Skills
- Responsibility
- Communication

How to apply:

Please send CV, cover letter by 21.5.2018 at the latest via INTLAG (intlag.upol.cz)

This internship might be supported through ERASMUS+ scholarship.