

# INTERNSHIP PROPOSAL

## People in Need, Slovakia Department/Division: Global Education

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 in Global education department

**Position purpose:** Support to global education department

**Duties and responsibilities:**

- Assistance with administration and logistic support of events linked to global education in Slovakia
- Assistance with preparation of seminars/meetings for teachers and students within and international project
- Administration of web portal [www.globalnevezdelavanie.sk](http://www.globalnevezdelavanie.sk)
- Communication with stakeholders (schools, teachers, youth leaders), possibly with project partners and donors
- Desk office assistance

**Professional competencies:** analytical skills, organizational skills, communication skills and flexibility

**Key competencies/Language skills:**

- English - Advanced (Required)

**Key competencies/Computer skills:**

- Spreadsheets - Independent user

**Key competencies/Other:**

- Reliability

- Initiative

- Communication

**How to apply:** Please send CV, cover letter by 12/12/2018 at the latest.

**Working language/s:** English

**Type of work placement:** Internship

**City/Country:** Bratislava, Slovakia

**Earliest start date:** 04/02/2018

**Latest start date:** 28/02/2018

**Duration of the internship:** 5 months (depending on the agreement with the organization)

**Required application documents:** CV, cover letter

**Application deadline:** 12/12/2018

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