

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.globalnevzdelavanie.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 (Preferred)

Key competencies/Computer skills:

- Spreadsheets - Independent user

Key competencies/Other:

- Reliability

- Initiative

- Communication

How to apply: Please send CV, cover letter by 30/03/2019 at the latest.

Working language/s: English

Type of work placement: Internship

City/Country: Bratislava, Slovakia

Earliest start date: 02/09/2019

Latest start date: 30/09/2019

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

Required application documents: CV, cover letter

Application deadline: 30/03/2019

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