

Človek v ohrození, nezisková organizácia

Department/Division: Človek v ohrození, nezisková organizácia

People in Peril 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

Position purpose: Assistant to Relief and Development Section/Fundraising Section

Duties and responsibilities: - administrative assistance with miscellaneous international projects (Cuba, Kenya, Afganistan)

- 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

Qualifications

Field/s of study:

- Environmental sciences
- Earth sciences
- Sociology and cultural studies

Level of study: not relevant

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

Key competencies/Language skills:

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

Key competencies/Computer skills:

- Spreadsheets - Independent user

Key competencies/Other:

- Integrity
- Reliability

How to apply

Please send CV, cover letter by 28/04/2017 at the latest.

Facts

Economic sector: Other professional, scientific and technical activities

Size: staff 1 to 20

Working language/s: English

Type of work placement: Internship

City/Country: Bratislava Slovakia

Earliest start date: 03/07/2017

Latest start date: 29/09/2017

Duration: 3.0 months

Remuneration:

Financial contribution: no EUR/month

Contribution in kind:

- none

Application

Required application documents: CV, cover letter

Application deadline: 28/04/2017