

Campaign and Research Assistant

Crisis Action Brussels

Unpaid Internship (limited reimbursement of expenses provided)

6 months, full-time preferred

Preferred Start Date: Week of 5 December 2011

Application Deadline: 23 November 2011

Crisis Action is a dynamic international non-profit organisation which works to avert conflicts, prevent human rights abuses and ensure that governments fulfill their obligations to protect civilians. We facilitate joint campaigns and advocacy by international humanitarian and human rights organisations on conflicts including Sudan, DRC and Israel/Palestine, as well as targeted work on other conflicts. Crisis Action has offices in Berlin, Brussels, Cairo, London, Nairobi, New York and Paris. More information is available at www.crisisaction.org.

The Campaign and Research Assistant works with the Brussels Director and the Political Analyst and Campaigner in a small Brussels office. The work involves a range of tasks including:

- * liaising with leading NGOs as well as with EU and Member State officials;
- * monitoring EU and international news;
- * researching background information on conflicts;
- * arranging, attending and taking minutes at meetings;
- * assisting with joint campaigns and advocacy work;
- * maintaining contact lists of EU officials and civil society organisations; and
- * general administrative work and office tasks.

Qualifications:

- * degree in international relations, social sciences or a similar field and/or related experience
- * demonstrated interest in conflict and humanitarian affairs and/or EU external relations policy
- * strong communication and coordination skills
- * excellent knowledge of English and very good knowledge of French
- * general IT skills and good knowledge of MS Office

Candidates are expected to work for six months, preferably full-time starting the week of 5 December 2011. The internship is unpaid, but local transport and a small lunch allowance will be paid.

How to Apply

Please email your CV, cover letter and contact information for two references to brussels@crisisaction.org with "Brussels 2011-2012 Internship" in the subject line. Applications will be accepted until 23 November 2011.

Shortlisted candidates will be contacted for interview by 30 November. Interviews will be held by phone the week of 28 November.