

Crisis Action

Unpaid internship

Minimum 4 days a week for 3 months

Brussels, Belgium

Description:

Crisis Action facilitates joint campaigns and advocacy of international humanitarian and human rights organisations on conflicts such as Sudan, DRC and the Middle East. We are a small but dynamic organisation with offices in Brussels, London, Paris, Berlin, New York and Cairo.

Tasks will include:

- administrative assistance to organise meetings and general office tasks
- liaising with partner organisations and setting appointments
- drafting meeting notes
- translating documents
- researching media news and background information on conflicts
- researching civil society organisations in Europe and abroad
- assistance to joint campaigns and advocacy
- other tasks as assigned

Candidates are expected to be available to work at least 4 days a week for a minimum period of 3 months, starting in August or the beginning of September. Working time can be arranged flexibly within business hours. The internship is unpaid. We suggest the Leonardo Da Vinci program of the European Community for possible funding.

Qualifications:

- undergraduate degree in social sciences or law
- demonstrated interest in conflict and humanitarian affairs and/or EU external relations policy
- strong communication and coordination skills
- excellent knowledge of English and French and knowledge of a third language

Application instructions:

Please apply by sending an email with "Brussels internship" in the subject, with an attached cover letter, a CV, two names of reference and an unedited writing sample in English to brussels@crisisation.org by 16 July 2009.

Only shortlisted candidates will be contacted. If you have not heard from us by 28 July, it means you were not selected.