

Campaign and research assistant

Crisis Action Brussels

Type: Unpaid Internship

Start Date: (week of 29 March or week of 5 April)

Application Deadline: 14 March

Crisis Action (www.crisisaction.org) is seeking a motivated intern to assist its Brussels office.

Crisis Action is a dynamic international organisation which works to help avert conflicts, prevent human rights abuses and ensure governments fulfill their obligations to protect civilians. We have offices in Brussels, London, Paris, Berlin, New York and Cairo that facilitate joint campaigns and advocacy by international humanitarian and human rights organisations on conflicts including Sudan, DRC and Israel/Palestine and targeted work on other conflicts.

Tasks will include:

- * attending meetings and drafting meeting notes
- * researching media news and background information on conflicts
- * administrative assistance to organise meetings and general office tasks
- * liaising with partner organisations and setting appointments assistance to joint campaigns and advocacy
- * updating contact lists of EU officials and civil society organisations
- * other tasks as assigned

Qualifications:

- * undergraduate degree in social sciences, law, international relations or similar discipline
- * 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 be available to work at least 4 days a week for a minimum period of 3 months, beginning in the week of 29 March or the week of 5 April. Working time can be arranged flexibly within business hours.

We suggest the Leonardo Da Vinci program of the European Community for possible funding.

Please apply by sending an email with "Brussels internship" in the subject, with an attached cover letter, a CV, contact information for two references and an unedited writing sample in English to brussels@crisisaction.org by 14 March 2010.

Only shortlisted candidates will be contacted. If you have not heard from us by 26 March, it means you were not selected.