



INTERNSHIP, BRUSSELS

European Friends of Armenia (EuFoA, www.eufoa.org) is a young and growing NGO which seeks to build bridges between Europe and Armenia. We are now seeking a highly motivated young professional to cover a full-time **PAID INTERNSHIP**. The applicant will be trained in all aspects of NGO work and will become an integral part of our team. A following full employment can be offered after 6 months if the required conditions are met.

Your key responsibilities, under the guidance and supervision of the Secretary General, will be

- Monitoring EU-Armenia relations
- Organising conferences, research trips and other special events
- Supporting the build-up of our network
- Assisting with the update of the organisation's website

You should have the following skills and qualities

- A completed university degree in a relevant field
- Demonstrated interest in the field of EU's External Relations
- Language skills: Fluent in English with good analytical and drafting skills. Knowledge of French, German or Armenian will be considered an asset
- Knowledge of EU institutions
- Knowledge about Eastern Europe and the Caucasus is an asset but not required – the motivation and ability to quickly learn about this highly interesting region and its political context are required
- Applicants should be well-organized, self motivated and reliable
- Computer skills (Microsoft Office, Internet applications) are required

We are offering

- A very good working environment in a small and efficient team
- Involvement in the daily activities and participation at meetings
- Long term perspectives

Starting date: 1 June 2009.

Please send your application consisting of a CV, ideally (not obligatory) in EuroPass format and with a recent portrait, together with a cover email in English to intern@eufoa.org