

## INTERNSHIP, BRUSSELS

**European Friends of Armenia** (EuFoA, [www.eufoa.org](http://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.

*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 will be required to 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:
  - o fluent in English and French with good analytical and drafting skills
  - o knowledge of German, Armenian or Russian 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 learn quickly about this highly interesting region and its political context are required
- Applicants should be well-organised, self motivated and reliable
- Computer skills (Microsoft Office, Internet applications) are required
- Applicants from countries requiring work permits (Armenia, Russia, Romania, Bulgaria etc) have equal opportunities if they already hold a valid work permit for Belgium

*We are offering:*

- A very good working environment in a small, young, efficient and international team
- Involvement in all daily activities and participation at meetings
- A fair remuneration, sufficient to live on in Brussels and comparable to that offered by other Brussels-based organisations

*Starting date:* 24 October 2011 the latest.

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

Deadline for applications is 18 September 2011.