

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.

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 with good analytical and drafting skills
 - o knowledge of French, 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: 1 November 2010.

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. Deadline for applications is 23 September 2010.