

INTERNSHIP OPPORTUNITY AT LDA MARIUPOL



Duration of the Internship: 3 months

Location: Local Democracy Agency in Mariupol, Mariupol, Donetsk Oblast, Ukraine

Local Democracy Agency in Mariupol, which is a part of the European Association for Local Democracy (ALDA), announces an internship program “Youth4Democracy” for a vacancy “Project Development Assistant”. Students of the senior courses (3-5 courses) of Mariupol universities and graduates, active citizens of the age under 30 with good knowledge of English (Intermediate and higher) are eligible. The incumbents will work under the supervision of LDA Mariupol’s team during 3 months of a part-time job.

Main tasks and responsibilities:

- online communication with representatives of ALDA, Ukrainian and European NGOs;
- mastering practical skills of business correspondence in Ukrainian and English;
- practice of written translation (Eng / Ukr / Rus) and spoken English;
- fundraising and direct participation in the project development and management;
- project implementation in co-operation with civil society organizations, municipality structures and business of Mariupol;
- training courses with support of the Agency;
- work with the team of the best project managers of Ukraine and Europe.

20 candidates will be invited to participate in the 6-days training program “Youth4Democracy”, which will start in May 2019.

Knowledge, skills and abilities:

- Students of 3rd-5th grades or university degree in specialties: “Translation (English, Italian, Greek)”, “Philology (English, Italian, Greek, French)”, “International Relations”, etc.
- Languages: excellent knowledge of Ukrainian and Russian, good command of English
- Knowledge of computer tools
- Ability to work in a team as well as individually (flexibility)
- Good interpersonal and communication skills
- Motivation to work in the field of local democracy and active citizenship
- Skills of SMM would be an asset.

Participants who have successfully completed the training program will receive certificates of completion of the training course, and three candidates will be offered a 3-month internship at the Local Democracy Agency in Mariupol.

To apply please fill-in the online form with all requested information till April 26 https://docs.google.com/forms/d/e/1FAIpQLSdxcM6H0-FniKj8ofwh3gseraRq3JaV0ggP1e_p1-JdcENTnQ/viewform

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