

**INTERNSHIP OFFER  
INTERNATIONAL RELATIONS ASSISTANT**

- Position:** Paid internship
- Title:** International Relations Assistant
- Sector:** Non-profit organization
- Organization:** **Peace and Sport – L'Organisation pour la Paix par le Sport**  
*Our mission is to promote sustainable peace by raising awareness throughout society and by teaching young people about peace using the structuring values of sport. To achieve this, we set up international cooperation between leaders from sport governing bodies, politics and athletes, stakeholders in peace, the private sector and civil society. Our action is conducted through Locally-based projects- development projects in the field - and through the organisation of international and regional Forums to provide a platform for stakeholders to meet and exchange ideas. For more details, visit : [www.peace-sport.org](http://www.peace-sport.org)*
- Project:** To help and assist in projects related to International Relations management.
- Tasks typically include:
- Assist on the coordination of the International Relations communication
  - Assist on the preparation work for projects with the International Sport organisations
  - Create and update database
  - Draft reports and various types of documentation
  - Organise, prepare meetings and take minutes
  - Prepare Presentations
  - Work on tasks related to the Forum organization
- Educational level:** **University degree/Masters degree or equivalent (Bac + 3 to Bac + 5) in International Relations (PR, Event, etc.)**
- Profile:** Passionate about making a positive impact to the society and about Sports. Eager to learn and able to work with others and independently. Strong in organization and planning skills. Positive attitude, flexible and a team player. The successful candidate will have:
- **Excellent working knowledge of written and spoken English**
  - **Knowledge of written and spoken French**
  - Strong planning and organisation skills
  - Strong communication skills
  - Ability to manage multiple, competing priorities
  - Writing skills
  - Comfortable to work in a team
  - Excellent command of Microsoft package (Word, Excel, PowerPoint) and internet
  - Sports involvement will be appreciated



**Conditions for an internship in the Principality of Monaco :**

- Be under 26 years old
- Be a student
- Have a University Internship Agreement from a European Union University (A three part contract between the employer, the intern, and the university. It stipulates the dates of the internship, the general tasks of the intern, and mentions that the internship is directly connected to the student's course of study)
- French residence permit for non-EU citizens

**Date:**

Start: February 2019  
Long term internship – 5 months  
Full-time (39h/week)

**Remuneration:**

700€/month + travel expenses up to 60 €/month

**Place:**

Principality of Monaco

**To apply:**

If you are interested and believe you fit the profile, please e-mail your CV/résumé + Motivation/cover letter to: [iv@peace-sport.org](mailto:iv@peace-sport.org).