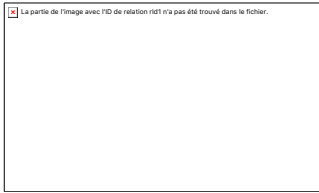


INTERNSHIP OFFER PROJECT MANAGEMENT COORDINATOR

- Position:** Paid internship
- Title:** Project Management Coordinator
- 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 politics, sport governing bodies 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
- Project:** To help and assist in projects related to Sport and Field Programs management.
- Tasks typically include:
- Work on the planning, monitoring and evaluation of projects
 - Assist on the preparation work for establishing Sport programs within Field Projects
 - Assist in the monitoring of the ACT FOR WHAT MATTERS application procedure and platform
 - Assist on the coordination of actions for the new Peace and Sport Manual
 - Create and update database
 - Draft reports and various types of documentation
 - Organise, prepare meetings and take minutes
 - Work on tasks related to the Forum organization
- Educational level:** **University degree/Masters degree or equivalent (Bac + 3 to Bac + 5) in Management (Event, Culture, Sports, 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:**
- Knowledge of written and spoken French
 - Excellent working knowledge of written and spoken English
 - Strong skills in project management and deliverables
 - Sport Management Experience
 - Notion of Africa's Geo-Strategic environment
 - Ability to manage multiple, competing priorities
 - Team building skills
 - Effective problem-solving skills
 - Excellent command of Microsoft package (Word, Excel, PowerPoint) and internet
 - Sports Involvement will be appreciated
 - Involvement in humanitarian projects will be appreciated

Peace and Sport
Aigue Marine – Bloc B
24 avenue de Fontvieille– 98000 Monaco
Telephone: +377 9797 7800 – Fax: +377 9797 1891
contact@peace-sport.org



Conditions for an internship in the Principality of Monaco :

- Be under 26 years old
- Be a student
- Have a University Internship Agreement form 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 : 6 months internship starting in March 2019
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 +
Contact: Motivation/cover letter to Field Programs Director: M.Perrin-Mortier : jjpm@peace-sport.org