

**INTERNSHIP OFFER
FIELD PROGRAMS AND AWARDS COORDINATOR**

- Position:** Paid internship
- Title:** Field Programs and Awards Coordinator
- Sector:** Non-profit organization
- Organization:** **Peace and Sport – L'Organisation pour la Paix par le Sport**
Peace and Sport is an international, neutral and independent organization based in Monaco, which promotes peace using the power of sport. Founded in 2007 by Modern Pentathlon Olympic Medallist and World Champion Joël Bouzou, Peace and Sport enjoys the High Patronage of H.S.H. Prince Albert II of Monaco. Our mission is to build peaceful communities through the power of sport, and thereby create a safer, more equitable and inclusive world. We bring together and develop partnerships between the Peace, the Sport and the Political worlds with the aim of implementing and ensuring the sustainability of field programs, maximizing the use of sport for development and peace and leading social transformation in every area of the world affected by poverty or social instability. For more details, visit : www.peace-sport.org
- Project:** To support the implementation of Field Programs and help organize and deliver the Peace and Sport Awards.
- Tasks typically include:
- Strategic Planning – “How to develop Peace and Sport in the Major sporting events”
 - Coordination of international events and programs – Jordan and Colombia
 - Research and management of Awards applicants
 - Content management for the selection and promotion of nominees (photos, videos, presentation texts)
 - Guest management during the Peace and Sport International Forum
 - Event management (briefings for Awards nominees and Jury members, seating, minute by minute schedule)
 - Prepare presentations, analysis and reports
- Educational level:** **University degree/Masters degree or equivalent (Bac + 3 to Bac + 5) in Management (Event, Culture, Sports)**

Profile: **Passionate about making a positive impact to the society and about sports. Previous work experience in event management or award ceremonies is an advantage. The successful candidate will have:**

- Excellent working knowledge of written and spoken English
- Knowledge of written and spoken Spanish
- Strong organization and planning skills
- Strong skills in project management and deliverables
- Positive attitude, ability to work autonomously as well as part of a team
- Excellent command of Microsoft package (Word, Excel, PowerPoint)
- Ability to manage multiple, competing priorities
- Effective problem-solving skills
- Sports Involvement will be appreciated
- Involvement in humanitarian projects 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 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 July 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 Melissa Sassi, International Relations Officer ms@peace-sport.org