

INTERNSHIP OFFER
Services and protocol coordinator

Position: Services and protocol coordinator

Sector: Non-profit organization

Organization:

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 is under the High Patronage of H.S.H. Prince Albert II of Monaco.

Mission and activities:

The selected person will support the Peace and Sport International Forum and the Peace and Sport awards

The Peace and Sport Forum is an event that has established a platform for international cooperation working for the promotion of sport as a tool for sustainable peace.

Launched in 2008, the Peace and Sport Awards is part of the Peace and Sport Forum, it rewards initiatives and individuals who have significantly contributed to sustainable peace and social stability.

The missions and activities of this internship are cross functions, under the supervision of the Event Manager, are as follow:

1. **Coordination of participants**
 - Registration BackOffice (response, technical assistance and VIP registrations)
 - Follow-up and weekly reporting of the registrations
 - Analysis and assessment of the participations
2. **Services**
 - Preparation of the necessary data for the participants' logistics
 - Link to the agency for the booking of air tickets
 - Link for the coordination of local transfers with the agency
 - Follow-up and reporting of the positions (accommodation, travel and transfers)
 - Analysis and assessment of operations
3. **Protocol**
 - Preparation of documents and supports for the protocol (seating, trombinoscope...)
 - Training and coaching of protocol volunteers
 - Support for the operational implementation of the protocol aspects

Qualifications and experiences required

Formal requirements:

In order to be an eligible candidate the jobholder needs to meet a set of formal requirements. These requirements are:

- License's degree
- Nationality of one of the EU Member States
- Less than 26 years old
- Internship agreement within the framework of a diploma course.

Selection criteria

To qualify for this post we have identified essential criteria in regard of professional experience/knowledge and personal characteristics/interpersonal skills.

- Excellent organizational and planning skills.
- The ability to adapt to different software (salesforces, Inwink, adobe suite...)
- Good writing in french and english
- Prior experience in events organization- ideal
- Significant knowledge of the sporting world/International cooperation - ideal, but not required.

Starting date: September

Duration: 4 months

Full time (39 hours per week).

Salary: 700 euros per month + travel expenses (max 60 euros per month)

Place: Based in Monaco

Apply: Internship agreement

If you are interested, please send a cover letter explaining why you think you best fit this job role along with your CV to: forum@peace-sport.org