



Internship position at VOICE Secretariat

Duration: From September 2009, from a minimum of three months

Location: Brussels, Belgium

Background

VOICE (Voluntary Organisations in Cooperation in Emergencies) is a network representing 85 European NGOs active in humanitarian aid worldwide. Seeking to involve its members in information, training, advocacy and lobbying, VOICE is the main NGO interlocutor with the EU on emergency aid, relief, rehabilitation and disaster preparedness. As a European network, it represents and promotes the values and specific features of humanitarian NGOs.

Main Responsibilities:

- Assist drafting, editing and maintaining VOICE communication tools (website, extranet, newsletter, information bulletin, etc.);
- Assist in organising meetings and events;
- Attending and minuting relevant meetings;
- Research on punctual policy topics related to humanitarian assistance;
- Support in managing of VOICE's electronic databases of contacts;
- Provide support in general administrative tasks.

Requirements:

- University post-graduate degree holder or last-year student in a subject relevant to humanitarian aid, political science, international relations, non governmental and international organizations (EU institutions, etc.), communication;
- Native speaking or equal oral and written English skills; knowledge of French is an added-value;
- Experience in communication and drafting activities;
- Interest in humanitarian aid, NGO issues, and international affairs;
- Organised, detail-oriented, and able to handle multiple demands;
- Flexible, responsible and able to work independently and as part of a small team;
- Computer skills: Word, Excel, Outlook, Power Point, Internet and insight in Web site management.

Applications should be submitted in English and include a CV, and cover letter. Please send applications by email to Teg Malla, Administration Officer, at voice@ngovoice.org, including "Intern position" in the subject line.

Applications will be reviewed and interviews conducted on a rolling basis to identify appropriate candidates as soon as possible.

Only short-listed candidates will be contacted.

Voluntary Organisations in Cooperation in Emergencies (VOICE)

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