

**INTERNSHIP OFFER
INTERNATIONAL RELATIONS COORDINATOR**

- Position:** Paid internship
- Title:** International Relations Coordinator
- Sector:** Non-profit organization
- Organization:** **Peace and Sport – L’Organisation pour la Paix par le Sport**
Our mission is to build peaceful communities through the power of sport, and thereby create a safer, more equitable and inclusive world. To achieve this goal, we bring together and develop partnerships between the Peace (NGOs, UN Agencies, Academics), the Sport (Olympic Family, International Federations, National Olympic Committees, Athletes) 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:** You will assist the department in connection with the political, sports and institutional international relations of the Organization.
Main areas of intervention:
- International relations and strategy
- Geopolitics and research
- Administrative back office
- Tasks typically include:
- Assist on the coordination of the International Relations communication
 - Create and update database
 - Prepare presentations, analysis and reports
 - Organise, prepare meetings and draft minutes
 - International and local news watch
 - Support on the mobilization of international stakeholders for the International Day of Sport for Development and Peace
- Educational level:** **University degree/Master degree** or equivalent (Bac + 3 to Bac + 5) in **International Relations**, Political sciences, or similar
- Profile:** You are interested in international news and passionate about making a positive impact to the society. Eager to learn and able to work with others and independently the successful candidate will have:
- **Excellent working knowledge of written and spoken English and French** - A third language would be an asset (Spanish, Arabic, Portuguese...)
 - Strong communication and writing skills
 - Ability to manage multiple, competing priorities
 - Comfortable to work in a team
 - Excellent command of Microsoft package (Word, Excel, PowerPoint) and internet-based research



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 : Long term internship starting in February 2022.
Full-time (39h/week)

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

Place: Principality of Monaco
Remote work will also be implemented according to Covid-19 regulations.

To apply: If you are interested and believe you fit the profile, please e-mail your CV/résumé +
Contact: Motivation/cover letter to: ms@peace-sport.org