

**INTERNSHIP OFFER  
PROGRAM COORDINATOR ASSISTANT**

**Type of offer:** Internship 4 months

**Label:** Program Coordinator Assistant

**Field:** Association – Peace and Sport

**Business:** Peace and Sport is an international, neutral and independent organisation based in Monaco that promotes peace through the power of sport. Founded in 2007 by Joël Bouzou, Olympic medalist and modern pentathlon world champion, Peace and Sport is under the High Patronage of H.S.H. Prince Albert II of Monaco. The Organization calls on international decision-makers to use sport as a means of transmitting peace values, based on its universality, its Champions for Peace and on the actors on the ground.

**Mission:** The student, within the Sports and Programs department, will support the implementation of actions on the ground in collaboration with local partners.

Reporting to the Field Program Coordinator and the Director of Sports and Programs, he/she ensures the functional relations with the implementing partners. He/she works with the operational program coordinators and project managers who coordinate projects and activities.

**Goal 1. Contribute to Peace and Sport's advocacy and "Global Mentoring"**

*1- Diagnostics & Advocacy:*

- Participate in needs diagnosis
- Continuous capitalization of good practices and lessons learned within its scope

*2- Capacity building:*

- Drafting of training plans for projects and educational content of the courses for supervisors (teachers, facilitators, etc... trainers of trainers and partners.
- Training for the beneficiaries
- Capacity building of project managers for delegation of responsibilities

*3- Pedagogical engineering:*

- Design of sessions and presentation documents
- Supervise the proper implementation of sessions with partners

*4- Impact assessment:*

- Evaluation of training and preparation of training reports
- Monitoring and accompanying the trainees on the ground
- Participation in the evaluation of the programs (preparation of pre/post questionnaires, monitoring of indicators...)

**Objective 2. Contribute to the strengthening of the Peacemakers Project in Latin America and Africa**

- Participates in the drafting of project proposals and fundraising (chronogram, budget, Calls for projects)
- Support for the organization of field activities in conjunction with the heads of partner organizations
- Support for writing narrative reports

**Goal 3. Cross-Organization Contributions to Peace and Sport**

- Participation in the life of the team: information meetings and internal training...
- Possible requests for other missions depending on availability and load plan

**Desired skills and experience:**

**Education**

- Master's degree in Political Science, International Relations and/or Sport
- Federal sports instructor or experience in a popular sports association

**Know-how**

- Ability to design educational materials
- Ability to support the preparation and delivery of educational training in accordance with the audience
- Coaching and educational strengthening of teams/ partners in person and remotely
- Strong writing skills, synthesis, organizational skills
- Excel/Word/PowerPoint/Canva fluent
- Fluency in English and Spanish (asset)

**Interpersonal Skills**

- Ability to evolve in a multicultural context
- Dynamism
- Autonomy
- Creativity
- Adaptability

**Duration:** Four-month internship to be filled from 03 February 2025 Full-time assignment (39h/week)

**Salary:** 700€/month + transport costs (up to 60€ per month)

**Place:** Based in Monaco

**Apply:** Internship agreement

The candidate must be under 26 years of age for the entire duration of the internship. If you are interested, please send a cover letter explaining why you think you best fit this job role along with your CV to : [rb@peace-sport.org](mailto:rb@peace-sport.org)