

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 163 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion; and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

In order to support the institutional development work; Caritas Europa is looking for a:

## **Institutional Development Intern**

As from 15<sup>th</sup> of March 2016

### **Objectives:**

We are looking for **an institutional development (ID) intern (M/F)** that will support the ID unit in implementing the work plan 2016.

More specifically, s/he will:

- Assist the unit in ongoing and emerging Caritas Europa ID themes, according to the Strategic Framework 2011-2020 and annual work plan.
- Take part in unit and team meetings and conferences, take minutes, draft reports.
- Assist the unit members in the drafting of agendas, concept notes and communications towards the CE network.
- Update contact database and dissemination lists.
- Contribute to Caritas' events in terms of administrative, organisational (stage directions), publicity, and reporting.
- Contribute to follow up of events in cooperation with the Communications unit.
- Support the other units, where appropriate.

The ID intern works within the ID Unit and reports to the Head of Unit.

### **Profile:**

- Bachelor/Master student/graduate in Pedagogics, Political Science, EU/international studies, Social Policies, Development, Communication, Administration, Management, or related field;
- Fluency, oral and written, in English. Fluency in other European languages French, German or others is an asset. Working language is English;
- Developed organisational skills with an entrepreneurial attitude;
- Excellent interpersonal and communication skills;
- Reporting skills;
- Self-motivated, helpful and dedicated team player, able to take responsibility and initiative as part of a small office team;
- IT and computer skills in usual Window applications;
- Experience working within or with the Caritas network or other civil society organisations is an asset.

Caritas Europa promotes diversity in the team. Caritas Europa is committed to equal opportunities and will ensure that no applicant is discriminated against through a condition or requirement which cannot be objectively justified.

**Prerequisites and offer:**

- Caritas Europa will request a written agreement with the intern's university/higher education institute.
- The internship would be fulfilling part of a university study requirement.
- Insurance and main costs are to be covered by the university or the student.
- Caritas Europa will provide monthly travel support within Brussels.

For more details please contact the Head of Institutional Development:

Marc Somers

[msomers@caritas.eu](mailto:msomers@caritas.eu)

Tel +32-2-235 26 57

**Please submit the following documents:**

1. Motivation letter of the candidate
2. CV of the candidate

**By 1<sup>st</sup> of March 2016 24:00 Brussels time** to [secretary-general@caritas.eu](mailto:secretary-general@caritas.eu) mentioning in the subject **"ID Intern"**.

We thank in advance all candidates who show their interest in this offer.