

Programmes Internship (unpaid position) - Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is an independent European non-profit organisation supporting democratic transformations outside the European Union. As a network of European civil and political society organisations working on democracy support, EPD advocates for a stronger presence of democracy support on the European Union's agenda and facilitates the exchange of knowledge and best practices in democratic transformations around the world.

EPD is the first Community of Practice on democracy support operating at the EU level. As such, its added value lies in its capacity to bring together and to connect the work of organisations within various policy areas, in a way that enhances the effectiveness and the quality of the programming and implementation cycles of democracy support at the EU level.

EPD is currently looking for a recent graduate or young professional to start an internship in **mid-June 2018**. The available position will focus on project management and development, but the Intern will have the opportunity to get involved in the whole range of activities undertaken by the EPD Secretariat. Please note that this position is **unpaid and based on a voluntary work contract**.

Duties and responsibilities:

- Providing assistance on project management (monitoring and evaluation, narrative and financial reporting, implementation of activities, etc.);
- Liaising with project partners in target countries and other stakeholders;
- Updating the EPD Funding Review on a weekly basis;
- Providing assistance in writing project proposals;
- Assisting with background research (such as analyses of democracy support);
- Attending and writing reports/minutes of relevant EU events in Brussels;
- Assisting with such administrative and logistical tasks as scanning, filing and preparing for events;
- Assisting in the daily functioning of the organisation;
- Providing other kinds of assistance as requested.

Requirements:

- Recent graduate or young professional with strong interest and sound knowledge of EU external policies, ideally in the field of democracy support;
- Very good English; good Spanish skills are considered an asset; knowledge of French and Portuguese are also an asset.

Conditions and benefits:

- 5 to 6 months assignment on a short-term contract signed by EPD and the Intern or, if applicable, a student's home University/School/Institute;
- Interns are fully involved in all aspects of our work; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels;
- Possibility to attend workshops, lectures and other events within and outside of EPD;
- Letter of reference at the end of a successful internship;
- Valuable experience for future career opportunity in project management within NGOs, non-profit organisations or any small to midsize organisation;
- Please note that this is an **unpaid internship** and that the Intern will need to obtain financing for subsistence and make his/her own arrangements for travel to and from Brussels, accommodation, and visa (if required);
- Lunch reimbursement of up to 160 EUR per month and a monthly public transport ticket are provided (unlimited public transport for Brussels);
- The Intern will be based in Brussels during the internship programme.

Application procedure

Interested candidates should send a CV and a cover letter to programmes@epd.eu. The deadline for receiving applications is **Friday, 16 May 2018 at 23:59 CET**.

Only candidates selected for an interview will be contacted. Interviews will take place in Brussels (preferred) or via Skype in the week of 28 May 2018, with a potential start around mid-June 2018.