



INTERN WANTED!

The International School Sport Federation (ISF) is looking for a new intern in the Education and Projects Department from October 2018 to the end of March 2019 (6 months).

Missions:

- (1) Assisting the Project Manager in coordinating a European project on girls' empowerment in-and through- school sport:
 - o Communicating on the project internally and externally (presentation documents, official letters, web-articles, and social media feed)
 - o Ensuring the project sustainability by activating a community of young women leaders in the school sport network and by
- (2) Assisting the Project Manager in ensuring a constant and quality contact with school sport partners and members organisations participating in the project:
 - o Creating application documents and monitoring the selection process (participants)
 - o Coordinating travels and subsistence of the team with local organisers and the ISF
 - o Creating evaluations processes for each target group & activity
- (3) Assisting the Project Manager in shaping a volunteer programs to increase youth participation on the event:
 - o Defining the missions and volunteering positions
 - o Creating application & selection process
 - o Coordinating the group of international volunteers

Competences:

- (1) Languages:
 - o Perfect English communication skills, both oral and written
 - o Perfect (operational advanced) French communication skills, especially speaking
 - o Any additional spoken languages will be an asset
- (2) Project Management:
 - o Strong organisational skills (experiences in multi-partners project management will be valued).
 - o Excellent MS Office skills (Excel, Word, and PPT)
- (3) Contextual knowledge:
 - o Good knowledge of the political and institutional frameworks for education and sport, at the international level, and in France specifically
 - o Sharp interest in gender equality, inclusion, and education through sport



When ?

October 1 st , 2018 - March 31 st , 2019

Where ?

Brussels, Belgium

(New office in the European District)

We offer:

- ✓Paid internship
- ✓Work environment: dynamic and motivated team with ambitious objectives
- ✓Mobility: be ready to attend meetings in Paris, France, and in the rest of the European Union at least once a month

How to apply:

- Send your CV and a 1 minute-video in English (by sending a WeTransfer link) answering one of the following questions:

- o Describe a project or idea (not necessarily your own) that was implemented, or carried out successfully, primarily because of your efforts?
- o Explain a situation when you had to speak up in order to get a point across that was important to you?

- Be ready to attend a Skype interview before August 24th
- The selection process will end before August 31 th , and feedback will be provided

ISF Project Manager

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