

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Since 1976, Habitat has helped more than 9.8 million people obtain a safer place to sleep at night, along with the strength, stability and independence to build better lives. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. Habitat's global mission was made possible thanks to its many generous donors and the hands and hearts of 1.8 million volunteers. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

We are currently seeking to recruit an exciting position with Habitat for Humanity International, Europe, Middle East and Africa (EMEA):

Project Assistant (Paid Internship)

Working time: Approximately 20hrs per week (flexible)

Wage: 4€/ hour

PAID one-year Internship in International NGO/suitable only for students

What would be your responsibilities?

The intern will be supporting the team responsible for implementation of 5 million EU funded project in the area of Development Education & Awareness Raising. The project is implemented in 7 EU countries.

The main responsibilities include:

- Administrative tasks, support to project reporting processes
- Support with logistics and organization of events and meetings
- Assistance in the project audits and evaluations
- Desk research
- Other support to the project team on the as needed basis

What are we looking for?

- University student with an interest in work in an INGO
- Must be a full time University student
- Fluency in English is a must, knowledge of Slovak or other European language is an advantage
- Very good computer skills - Word, Excel, PowerPoint
- Good interpersonal, communication and writing skills
- Ability to work independently
- Interest in a long-term internship in international environment with focus on international development



We build strength, stability, self-reliance *and* shelter.

What do we offer you?

- Learning about the operations of a multinational non-governmental organization
- 5 euro fully paid meal vouchers
- Laptop
- Possibility to work from home, upon agreement

If you'd like to join the global team in Bratislava and you qualify within the specified job requirements, submit your **motivation letter** and **CV** as ONE DOCUMENT in English to Human Resources at emeahr@habitat.org. Closing date for applications: **October 10, 2019**. Only short-listed candidates will be contacted for an interview.