UNOY internship - Projects & Fundraising Officer

Starting date: June 2020  
Duration: 6 months (4 days a week)  
Location: Online, working remotely

Applications are reviewed on a rolling basis. Please note that the positions are unpaid; we will provide a stipend of EUR 400 per month to cover expenses. The internship is open to EU and non-EU nationals.

About UNOY: UNOY Peacebuilders is a youth-led network of over 100 youth organisations working towards peaceful societies shaped by young people. We embrace values of peace, diversity, inclusion and participation. At UNOY, young people have the opportunity to gain work experience in the field of peacebuilding, join an international team, develop new skills and connect with young people and organisations around the world. All interns are supported by a supervisor in identifying their personal learning goals, training opportunities, and monitoring progress throughout the internship.

As Project & Fundraising Officer, you will be responsible for:

Capacity Development
- Supporting the implementation & evaluation of an online training program on fundraising for youth organisations in the West and Central Africa and the Middle East and North Africa;
- Supporting the coordination of UNOY's Pool of Trainers and the preparations of a one week training of the Pool members;
- Assist in the development of capacity development activities in several UNOY regions.

Fundraising
- Monitoring funding opportunities and keeping fundraising logs and databases updated
- Supporting UNOY staff in proposal writing, including proofreading and editing, contributing to strategic project design workshops, etc.

Communications & Administration:
- Support external communications for capacity development projects, including the production and editing of online content for UNOY website and social media channels;
- General office support beyond the assigned programme tasks, when requested.

www.unoy.org
We are looking for candidates that have:

- Experience or strong interest in peacebuilding and youth work
- Strong planning, organizational and project management skills
- Experience or strong interest in developing fundraising and proposal development skills
- Excellent writing, proofreading and editing skills
- Strong intercultural communication skills
- Strong written and spoken English (French, Arabic or Spanish is a plus).
- Stable internet connection and ability to work remotely

Applicants must be enrolled at university at the time of the internship.

We offer you:

- Being full part of a young, dynamic and international team
- Opportunity to work independently and take responsibility
- A great stepping stone for your future career - former interns have moved on to work in international organisations, academia and in the business sector.
- Internal and external training opportunities
- Possibility to use your internship for studies/research

If you are interested in joining our team, please apply by Sunday, 31 May 23.59 CET by sending your CV and a letter stating your motivation to vacancy@unoy.org.

Applications will be reviewed on a rolling basis, so early applications are encouraged.

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