



## **Internship Description – Equip and Empower Ministries**

**ROLE:** Operational Manager Assistant / Outreach Coordinator

**REPORTS TO:** Operational Manager

**LOCATION:** A21 Project Office, Thessaloniki, Greece

**COMMITMENT:** Six month program beginning in June, 2010

### **THE MANDATE**

To help and assist in the following key areas:

- Research
- General administrative tasks
- Data entry
- Communication
- Awareness and fundraiser event management
  - Schools and Universities
  - Churches and groups
  - A21 initiatives
- European Union and related project funding management
- Outreach oversight and coordination
- Finding sponsorship
- Team development

### **EXPERIENCE AND QUALIFICATIONS**

- Experienced in people management skills
- Any schooling or experience in international relations
- Any experience working with administration and communications
- Bi-Lingual (preferred languages: Greek or Bulgaria or Russian)

### **SKILLS, KNOWLEDGE AND ATTRIBUTES**

The ideal intern will have:

- Strong people management skills (i.e. manage volunteers)
- Well-developed interpersonal skills with ability to interact professionally and earn credibility with all levels of the organization
- High level of integrity; maintains confidential information
- Excellent oral and written communication
- Ability to achieve results when working across organizational and geographical boundaries
- Strong analytical and conceptual thinking abilities
- Demonstrated self-starter with a sense of urgency
- Patience and the ability to remain calm in a crisis
- Resilience
- Flexibility to adapt to new roles, tasks, and situations
- Initiative
- Strong observation, analytical, and listening skills