

**INTERNSHIP OFFER  
INTERNATIONAL RELATIONS COORDINATOR  
Focus on the Middle East**

- Position:** Paid internship
- Title:** International Relations Coordinator
- Sector:** Non-profit organization
- Organization:** **Peace and Sport – L’Organisation pour la Paix par le Sport**  
*Our mission is to build peaceful communities through the power of sport, and thereby create a safer, more equitable and inclusive world. Using a bottom-up approach based on its experience and the reality of actors on the ground, the organisation demonstrates the positive impact of sport in building a culture of peace through the Peacemakers Project, raises public awareness through a number of campaigns and operations, and mobilises decision-makers in major national and international organizations private, public, sport and development stakeholders, to expand the use of sport as a peace-building tool.*  
For more details, visit : [www.peace-sport.org](http://www.peace-sport.org)
- Department** International Relations
- Project:** To assist the department in connection with the political, sports and international institutional relations of the Organization.  
Main areas of intervention:
- International relations and strategy
  - Geopolitics and research
  - Focus on the Middle East region
  - Public relations and protocol
  - Administrative back office
- Tasks typically include:
- Assist on the coordination of the International Relations communication and advocacy
  - Prepare presentations, analysis and reports
  - Support the International Relations team on the content creation process for the Peace and Sport Forum with focus on the Middle East region (Workshops, round tables, speakers for sessions)
  - Support the International Relations team on the management of participants to the Peace and Sport Forum (information letters, protocol, etc.)
  - Create and update database
- Educational level:** **University degree/Master degree** or equivalent (Bac + 5) in **International Relations**, Political Sciences, or similar.
- Profile:** Interested in international news and passionate about making a positive impact on society. Eager to learn and able to work with others and independently.  
The successful candidate will have:
- High level of rigour and attention to detail strong communication and writing skills
  - Ability to manage multiple, competing priorities
  - Excellent command of Microsoft package (Word, Excel, PowerPoint) and internet-based research
  - Knowledge of public and institutional funding mechanisms
  - Knowledge of the Middle East region

- Languages:**
- **Excellent working knowledge of written and spoken English**
  - Good working knowledge of Arabic
  - Knowledge of additional languages would be an asset (Spanish, French...)
- Conditions for an internship in the Principality of Monaco:**
- Be under 26 years old
  - Be a student
  - Have a University Internship Agreement from a European Union University (A three-part contract between the employer, the intern, and the university. It stipulates the dates of the internship, the general tasks of the intern, and mentions that the internship is directly connected to the student's course of study)
  - French residence permit for non-EU citizens
- Date:** Long term internship starting in September till December 2023.  
Full-time (39h/week)
- Remuneration:** 700€/month + travel expenses up to 60 €/month
- Place:** Principality of Monaco
- To apply:** If you are interested and believe you fit the profile, please e-mail your CV/résumé + Motivation/cover letter to: Melissa Sassi [ms@peace-sport.org](mailto:ms@peace-sport.org).