



Internship Program

The Balkan Forum's (The BF) Internship Program is designed to provide opportunities to interns to further their career goals, while helping us implement our mission and values. It focuses on important aspects of our work thus we rely on the invaluable knowledge and skills that interns bring to our team to help us deliver on areas of strategic importance and priorities. The program allows space for knowledge sharing and collaboration, and encourages joint work on concrete responses to complex challenges and on strategies to seize emerging opportunities.

Throughout our Internship Program interns will gain experience, work collaboratively, make connections, learn about different thematic areas, develop skills, and assess their interest and abilities. We provide the interns with experience of working in a team and an opportunity to develop their skills.

Most of intern's time is spent working at our office in Prishtina, or working from distance (online from the place of residence), and given varying responsibilities as foreseen with the Internship Agreement. Interns work closely with the team to gain a fuller understanding of their work and the work of the organisation in promoting and advancing regional dialogue and cooperation in specific issue areas.

Interns are generally recruited for a three to six months period, on a part- or full-time basis, to an intern appropriate programme of activity, and we are happy to work around existing study/work commitments of interns.

The interns will be evaluated at the end of the contract and due recognition of work will be issued in writing.

The BF strives to be an equal opportunities employer and welcomes interns from all sections of society regardless of race, religion, gender, sexual orientation or disability. We also seek to provide an environment where interns and staff can be appropriately supported over time.

Available Internships

The Balkan Forum seeks dynamic and detail-oriented interns interested in gaining experience in **social/media, administration, fundraising, partnership development, research, advocacy, IT and Web design**. The interns will work closely with the team. Specific JD's will be agreed within one week of the commencement of Internships to ensure that we are maximising the potential for the Internship Program to benefit both the interns and the organisation.

Location: Prishtina, Kosovo (or online from the place of residence)

Hours: part-time and full-time

Duration: 3 - 6 months

Compensation: This is an unpaid/voluntary internship. The BF is unfortunately not in the position to cover any costs related to the internship.

A typical day might involve

- Contributing to research and analysis including developing methodologies, and designing and implementing online polls and surveys;
- Assistance in developing advocacy and communication plans;
- Writing Blogs and recording Vlogs;
- Contributing to research to identify potential funding sources and to inform funding applications (concept notes, proposals, bids, etc);
- Updating the records of funding applications and their outcomes;
- Updating the database of current and prospective donors and developing donor profiles;
- Creating and updating a contacts database;
- Updating the web-based Resource Bank;
- Keeping up with the recent events in the region and collecting information relevant to our work;
- Identifying actors to include in our activities;
- Language editing, translating comms related materials and taking meeting minutes as appropriate;
- Assistance in developing web and social media content including video recording and production;
- Assistance with logistical issues including in organizing meetings, conferences and workshops;
- Assistance with tagging and labelling of office assets;
- Other tasks, as required.

Person specification

- University student, a Bachelor's degree or relevant previous experience at non-profit organizations would be an advantage. Relevant coursework is highly desirable;
- Commitment to The Balkan Forum's mission;
- Interested in one of the following and/or related: social/media, administration, fundraising, partnership development, research, advocacy, IT and Web design;
- Affinity with digital communications, such as website/content management and social media;
- Excellent writing, communication, and interpersonal skills;
- Motivated, self-starter;
- Ability to work both independently and as part of a team, as the task requires;
- Proficiency in MS office;
- Excellent written/spoken English;
- Proactive, creative and enthusiastic;
- Desire to learn, develop and advance personal career prospects.