

## 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 remotely (online from the place/country 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 **communications, finance/administration and project management**. The interns will work closely with the team. Specific Job Description'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/country 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.

**Deadline for applications: 15 September 2021**

**A typical day might involve**

***Communications Intern:***

- Assisting in developing communication/outreach plans;
- Seeking contributions from individuals in the WB regions to submit Blogs and Vlogs;
- Creating and updating a contacts database;
- Identifying actors to include in our activities;
- Translating comms related materials and taking meeting minutes as appropriate;
- Assistance in developing web and social media content including video recording and production, and photo shooting;
- Assistance with logistical issues including in organizing meetings, conferences and workshops.

***Finance/Administration Intern:***

- Entering information into the financial accounting system of The BF;
- Providing general accounting support;
- Collecting, understanding, processing, verifying and reporting accounting related-information;
- Working with general ledger accounts;
- Assisting in daily treasury operations;
- Providing support for annual budgeting process;
- Other tasks, as required.

***Project Management Intern:***

- Assisting in the development of project plans and implementation of activities;
- Assisting in monitoring and communicating project progress;
- Collaborating with partners and other team members within The BF, as part of a cross-functional team;
- Shadowing Project Manager on their day-to-day work to better understand project management, including budget and people management;
- Providing assistance with meeting recaps, next steps and project timing;
- Organizing, scheduling and attending meetings with partners and other actors;
- Performing logistical tasks as needed.

**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: communications, finance/administration, project management, partnership development, design (including web/application); social/media;
- 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.