

# **Internship Program - Institute for Central and Eastern European Societies**

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## **Department of Administration and Development - Internship Program**

Position Type: Academic Internship (Remote).

Duration: 6 months minimum (with possibility of extension).

Eligibility: Undergraduate and graduate students currently enrolled at a recognised university.

### **Available Roles:**

- Non-profit Development and Management: Support organizational growth strategies, fundraising initiatives, and partnership development, assist with operational management, strategic planning, and organizational coordination.
- Product Development and Management: Contribute to the design and development of educational products and research tools, support project planning, implementation, and monitoring across various ICEES initiatives.
- Web Development: Assist with website maintenance, digital platform development, and enhancing online presence.
- Human Resources: Support recruitment processes, staff coordination, and administrative functions.
- Legal: compliance and contract review support, international financial frameworks and regulatory requirements

### **Requirements:**

- Currently enrolled at a recognised university.
- Strong interest and knowledge in Central and Eastern European studies.
- Excellent communication skills in English and/or French (any additional language from Central and Eastern Europe is considered a strong asset).
- Relevant coursework or experience in administration, management, or development fields.
- Self-motivated and able to work independently in a remote environment.

### **Application Process**

#### **Required Documents:**

- Current CV/Resume
- Cover letter explaining motivation and relevant experience
- Academic transcript and/or enrollment verification
- Proof of language proficiency
- Optional (but encouraged) reference(s) (academic or professional)

**How to Apply:**

Send your complete application to:

**humanresources.icees@gmail.com**

Subject Line: [Department Name] Internship Application - [Your Name]

Please mention **which field of roles** you would want to take on in case of admission

**Application Deadlines:**

- Spring Semester: Applications due January 15th
- Fall Semester: Applications due August 15th

**Contact Information:**

For questions about internship opportunities, please contact:

Email: **humanresources.icees@gmail.com**

Subject: Internship Inquiry

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*The Institute for Central and Eastern European Societies (ICEES) is committed to providing equal opportunities and encourages applications from diverse backgrounds. All internship positions are unpaid, but they offer valuable professional experience and academic credit opportunities, where applicable.*

