

# Sustainable Caucasus Internship Program 2020-2021

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## Company Overview

The Caucasus Network for Sustainable Development of Mountain Regions (Sustainable Caucasus) was founded in 2014 to enhance sustainable development in the Caucasus region by supporting regional cooperation, bringing together key stakeholders, and implementing innovative solutions on the ground.

The mission of Sustainable Caucasus is to facilitate cooperation and coordination pursuant to the sustainable development of the Caucasus mountain region.

Its objectives are:

- to foster sustainable development in the Caucasus mountain region; and
- to elaborate regional approaches to transboundary problems at national and local levels.

To achieve these objectives, Sustainable Caucasus will cooperate with local and central authorities, scientific institutions, businesses, international organisations, local communities/populations, and other parties concerned with sustainable development in the Caucasus mountain region.

Striving toward the accomplishment of its objectives, Sustainable Caucasus, *inter alia*: facilitates capacity building; transfers and disseminates knowledge; develops, analyses, and monitors relevant policies; supports training and education, research, and development; raises awareness; enhances cooperation and experience-sharing; promotes and introduces recognised best practices; and, as appropriate, implements other actions targeted at sustainable development in the Caucasus mountain region.

## Opportunity Overview

The Sustainable Caucasus Internship Program 2020-2021 seeks highly-motivated students and recent graduates interested in the sustainable development of the Caucasus mountain region, and offers successful applicants fulfilling work and opportunities. Our interns will gain hands-on experience, engage in meaningful work, and learn alongside the organisation's diverse staff in a vibrant, multicultural, and inclusive environment. Some of the additional benefits of the internship include networking, mentorship, career development, and engaging with top professionals.

## **Available Positions**

The following three internship positions are available:

1. Executive Assistant Intern
2. Communications and PR Management Intern
3. Administration and Finance Intern

## **Duration**

Three to six months, with a one-month probation period. The duration of each particular internship will be personally negotiated and agreed upon with each intern.

## **Location**

The three positions are located in Tbilisi; however, due to the ongoing COVID-19 pandemic and corresponding restrictions, remote work is also an option.

## **Working Hours**

Part-time: 20-30 hours per week

## **Payment**

Interns are not financially remunerated, however, based on an evaluation of the work they complete, Sustainable Caucasus might provide a financial reward in certain cases.

## **Start Date**

Anticipated start date – 25 November 2020

# Requirements and Qualifications

## **Executive Assistant Intern**

Applicants should:

- Currently be enrolled in, or have recently graduated from (i.e. graduated within the last three months), a master's program in life sciences, earth sciences, environmental studies, or another relevant degree;
- Be fluent in Georgian and English (reading, speaking, and writing). Note that English-language proficiency will be tested. Meanwhile, knowledge of the Russian language is considered an asset;
- Demonstrate strong writing and editing skills;
- Be experienced in writing analytical pieces (desirable);
- Demonstrate strong communication skills, both written and verbal (presentation);
- Demonstrate well-developed research skills;
- Be computer literate in standard software applications (Word, Excel, PowerPoint);
- Be able to work both independently and as part of a team;
- Demonstrate a high level of organisational skills, as well as great attention to detail;
- Be able to work in a multicultural environment and be aware of political sensitivities of the Caucasus region;
- Be able to multitask and work quickly and calmly in high-pressure situations; and
- Be efficient, adaptable, responsible, and self-motivated.

## **Communications and PR Management Intern**

Applicants should:

- Currently be enrolled in, or have recently graduated from (i.e. graduated within the last three months), a master's program in social sciences, international relations, journalism, communications, public relations, marketing, or another relevant degree;
- Be fluent in Georgian and English (reading, speaking, and writing). Note that English-language proficiency will be tested. Meanwhile, knowledge of the Russian language is considered an asset;
- Demonstrate strong writing and editing skills;
- Demonstrate strong communication skills, both written and verbal (presentation);
- Have experience in communications, content development, and social media outreach (desirable);
- Be computer literate in standard software applications (Word, Excel, PowerPoint);
- Be familiar with social media platforms and graphic design and photo-editing software applications (highly desirable);
- Demonstrate a high level of organisational skills, as well as great attention to detail;
- Be able to work in a multicultural environment and be aware of political sensitivities of the Caucasus region;
- Be able to multitask and work quickly and calmly in high-pressure situations; and
- Be efficient, adaptable, responsible, and self-motivated.

## **Administration and Finance Intern**

Applicants should:

- Currently be enrolled, or have recently graduated from (i.e. graduated within the last three months), a master's program in social sciences, economics, finance, business administration, or another relevant degree;
- Be fluent in Georgian and have good knowledge of the English language (reading, speaking, and writing). Note that English-language proficiency will be tested. Meanwhile, knowledge of the Russian language is considered an asset;
- Have good data entry and processing skills;
- Demonstrate strong communication skills, both written and verbal;
- Demonstrate a high level of organisational skills, as well as great attention to detail;
- Be able to work in a multicultural environment and be aware of political sensitivities of the Caucasus region;
- Be able to multitask and work quickly and calmly in high-pressure situations; and
- Be efficient, adaptable, responsible, and self-motivated.

## **Duties and Responsibilities**

Under the guidance and supervision of the Programme Associate, and in close collaboration with other members of staff, the **Executive Assistant Intern** may be required to perform any of the following tasks:

- Compose correspondence, reports, presentations, speeches, minutes, rough drafts, transcriptions, etc.;
- Assist in research, analysis, and writing in the course of preparing various documents (policy briefs, statements, etc.);
- Provide translations, revisions, and feedback for different kinds of documents;
- Assist in fundraising and project proposal development;
- Assist in building relations and communicating with donors, government agencies, academia, and private sector representatives;
- Assist in the organisation of events (conferences, workshops, regional/national meetings, etc.); and
- Other duties and initiatives as they arise.

Under the guidance and supervision of the Public Outreach Officer, and in close collaboration with other members of staff, the **Communications and PR Management Intern** may be required to perform any of the following tasks:

- Creation, implementation, and monitoring of social media and web content (including posters, charts, graphs, etc.);
- Support the creation and execution of PR materials including press releases, newsletters, and other promotional materials;
- Research, compile, draft, and edit basic information to be used in the preparation and production of communications materials, often under tight deadlines;

- Assist with the preparation of emails to various parties including donors and stakeholders;
- Assist in communication with donors, government agencies, academia, and private sector representatives (both virtually and in-person);
- Assist in the organisation of events (conferences, workshops, regional/national meetings, etc.); and
- Other duties and initiatives as they arise.

Under the guidance and supervision of the Administration and Finance Manager, and in close collaboration with other members of staff, the **Administration and Finance Intern** may be required to perform any of the following tasks:

- Take memos, maintain files, and organise, photocopy, fax, and collate documents as needed;
- Manage calendars, and arrange meetings, conference calls, and appointments;
- Prepare reports, presentations, and data, as well as maintain files, records, and correspondence for meetings;
- Arrange travel, accommodation, itineraries, and all correspondence related to such arrangements as needed;
- Assist with data entry and audits, as well as in the creation of month-end financial reports, and the updating of contact details and employee information; and
- Other duties and initiatives as they arise.

## How to Apply

Please submit your CV and cover letter in the English language by no later than 15 November 2020, to the following address: [vacancy@sd-caucasus.com](mailto:vacancy@sd-caucasus.com). Your cover letter should highlight your educational credentials and any other relevant skills/experience, along with an explanation of why you are interested in the internship program and how it will contribute to achieving your career goals. Please also indicate the title of the specific internship position you are applying for by putting the program name in the email subject line.

You can learn more about our organisation here - <http://www.sd-caucasus.com/en>.

## A Note on the COVID-19 Pandemic

Sustainable Caucasus complies with all of the regulations issued by the Ministry of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia.