INTERNET OFFER
PROJECT MANAGEMENT COORDINATOR

Position: Paid internship / University work placement agreement*

Title: Project Management Coordinator

Sector: Sport and Field Programs Management

Organization: Peace and Sport – L’Organisation pour la Paix par le Sport

Our mission is to promote sustainable peace by raising awareness throughout society and by teaching young people about peace using the structuring values of sport. To achieve this, we set up international cooperation between leaders from sport governing bodies, politics and athletes, stakeholders in peace, the private sector and civil society. Our action is conducted through Locally-based projects- development projects in the field - and through the organisation of international and regional Forums to provide a platform for stakeholders to meet and exchange ideas. For more details, visit: www.peace-sport.org

Project: To help and assist in projects related to Sport and Field Programs management. Tasks typically include:
- Work on the planning, monitoring and evaluation of projects
- Assist on the preparation work for establishing Sport programs within Field Projects
- Assist in the monitoring of the ACT FOR WHAT MATTERS application procedure and platform
- Assist on the coordination of actions for the new Peace and Sport Manual
- Create and update database
- Draft reports and various types of documentation
- Organise, prepare meetings and take minutes
- Work on tasks related to the Forum organization

Educational level: University degree/Masters degree or equivalent (Bac + 3 to Bac + 5) in Management (Project, Sports, Event, etc.)

Profile: Passionate about making a positive impact to the society and about Sports. Eager to learn and able to work with others and independently. Strong in organization and planning skills. Positive attitude, flexible and a team player. The successful candidate will have:
- Excellent working knowledge of written and spoken English
- Knowledge of written and spoken French
- Strong skills in project management and deliverables
- Sport Management experience
- Team building skills
- Ability to manage multiple, competing priorities
- Effective problem solving skills
- Writing skills
- Excellent command of Microsoft package (Word, Excel, PowerPoint) and internet
- Sports involvement will be appreciated

Date: Long term internship (6 months) and Full-time (40h/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: iv@peace-sport.org.