

International Mobility Programme WORKING PLAN 2012	
<b>Host Organisation</b> Name: inProgress Address: Anklamerstrasse 6, Berlin 10115 Department: NGO support	<b>Contact Person / Supervisor</b> Name: Sonia Herrero Function: Director Email: sherrero@inprogressweb.com Phone: 00493055577118
<b>Desired date of commencement of 4 month placement:</b> _____ End November 2012      _____ December 2012 <b>Application deadlines:</b> <b>Number of internships:</b> 1	
<b>Young professional's position:</b> Project Assistant	
<b>Young professional's required profile</b>	
<b>Suitable educational background (Studies / Courses...)</b> University Degree in Social Sciences / Business / Marketing	
<b>Level of IT skills required for the position / Knowledge of specific programmes</b> Proficiency with computers, including experience working with MS Office (Word, Excel, PowerPoint, etc.) and Google Docs	
<b>Level of communicational skills in English required (oral /written):</b>  <b>Excellent written and oral language ability. Proficiency in German is also an advantage.</b>	
<b>Other requirements</b> <ul style="list-style-type: none"> <li>• Strong planning and organisational skills</li> <li>• Ability to multi-task and prioritise between concurrent projects</li> <li>• A team player who is able to work independently</li> </ul>	
<b>Overview of position offered</b>	
<b>Overview of main duties and specific tasks to undertake</b>  Support us with a variety of research, administrative support, and operational tasks. Tasks include: <ul style="list-style-type: none"> <li>• Provide administrative and logistic support related to our training courses, including scheduling courses, travel bookings, communicating by e-mail and phone with clients, etc.</li> <li>• Assist in the organisation of trainings and events</li> <li>• Conduct research for ongoing projects including website content and training manuals</li> <li>• Assist with financial documents, expense reports, and record-keeping</li> </ul>	
<b>Knowledge, skills and competence to be acquired during programme</b>  The participant will be part of a young, motivated and international team and will interact with different people undergoing diverse tasks and responsibilities. The organization is very young and the intern will be involved in the everyday activities and decisions as well as in the long term development of different projects related to NGOs work and development. We work together with non-profits worldwide in order to support them in achieving optimal performance and empowering them in the positive change they can make in people's lives. The intern can expect to acquire knowledge regarding innovative learning techniques, the organization of training and events, development of evaluation tools and resources for the different needs of NGOs.	
<b>Overview of how participant will be monitored and mentored during programme</b>	

The director of inProgress will monitor the participant with the help and feedback from the rest of the team.