

Summer Internship 2024: Mostar Summer Youth Program Intern

Description

The Minda de Gunzburg Center for European Studies (CES) partners with the [UčiMo Foundation](#) to offer an opportunity to work as an intern at the [Mostar Summer Youth Program](#) (MSYP) for the summer of 2024.

UčiMo is a non-governmental educational organization based in Mostar, Bosnia and Herzegovina. It aims to equip youth with skills and academic knowledge that will empower them in their educational, social, and professional ambitions and engage them as active members of the global community. MSYP is UčiMo's flagship program that provides youth aged 14-19 from Mostar opportunities to improve their self-confidence and key skills. Interns help prepare and implement the MSYP.

Location & Timeframe

The internship is based Mostar, Bosnia and Herzegovina. The working language is English. Timeframe: 35 hours per week, eight weeks – June 26 - July 15, 2024.

Compensation

The internship will be fully funded by CES. The funds will cover travel, accommodation, and food expenses.

Responsibilities

- Venue preparation.
- Event planning and organization.
- Managing e-mail correspondence.
- Taking care of internal and external communications.
- Preparing program and teaching materials.
- Overseeing and coordinating volunteers.
- Taking notes during staff meetings, monitoring attendance.
- Implementing and maintaining organizational procedures and administrative systems (including finances).
- Compiling and preparing reports and presentations.
- Supporting monitoring and evaluation (staff and participants).
- Supporting ad hoc requests and assisting with tasks.