



## **JOB ANNOUNCEMENT FOR PART-TIME PAID PROGRAM INTERN AT NDI VILNIUS**

Do you want to gain practical professional experience that complements your studies and advances your career potential?

The Vilnius office of the National Democratic Institute for International Affairs (NDI) is looking for a highly motivated person to join our team as a Program Intern for a part-time paid position (15-30 hours per week) for the duration of six months.

NDI is a nonprofit, nonpartisan, nongovernmental organization that supports democratic institutions and practices in every region of the world for more than three decades. NDI currently has more than 60 field offices working to strengthen and support democracy around the globe.

*Position Summary:* Under the direct supervision of the Senior Program Manager the intern will assist the program team in daily program activities, particularly:

### *Key Tasks and Responsibilities:*

- Monitor trends in the media (including social media) and provide analysis; and summarize them for NDI's weekly news digest;
- Provide logistical and administrative support to ongoing programs;
- Assist, participate, and provide support in the preparation of seminars, workshops, and meetings.

### *Necessary Qualifications and Skills:*

- BA Degree or students currently pursuing BA or MA Degree in Political Science, History, Journalism, or International Relations or related degree in social sciences;
- Interest in politics of the region (Belarus, Ukraine, Lithuania, Russia);
- Outstanding oral and written communication skills (English), some proficiency in Russian preferred;
- Highly organized with an ability to prioritize time-sensitive assignments;
- Capacity to work both independently and as a member of a team;
- Computer skills and knowledge of office software packages.

### **Additional information:**

Interested candidates should submit CVs *and* motivation letters in English by email to the following email address: [kisacenkova@ndi.org](mailto:kisacenkova@ndi.org). Please indicate the position (**Program Intern**) you are applying for in the subject line of the email. Only candidates selected for an interview will be notified.

As this position is located in Vilnius, Lithuania, a valid study and/or work permit for the EU is mandatory.

### **Deadline:**

The deadline for the submission of applications is August 1, 2022.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

For additional information about NDI, please see [www.ndi.org](http://www.ndi.org)