



Aurora Foundation seeks to appoint an Intern to be posted in Sierra Leone

Aurora Foundation is a private non-profit organization supporting long-term cultural and developmental projects of substantial influence and sustainable effect. Aurora was established 10 years ago and has mainly been supporting and running projects in Iceland and Sierra Leone.

Role Context

Assist the Executive Director with day-to-day activities

Responsibilities

- Assist with keeping the webpage up to date
- Assist with promoting the Foundation on Social Media
- Assist with project management
- Assist during organization events and activities
- Assist with preparing travel logistics for visitors
- Provide administrative support on country projects
- Any other duties which may be assigned from time to time

Requirements

- MSc in a relevant discipline
- Some work experience in related fields would be an asset
- Must have strong oral and written communication skills
- Proficiency in Microsoft Word and Excel and Google applications
- Knowledge of social media tools
- Knowledge and interest in West Africa
- High degree of organization, attention to detail, and skill at prioritizing and managing multiple tasks
- Committed to learning and personal development
- Flexible, diligent, and team-oriented
- Independence

Prospective interns must submit the following:

- Certified copy of highest qualification
- A cover letter
- CV

Duration: 6 months. **Start date:** January 2018

For further information on Aurora Foundation please visit our website at www.aurorafoundation.is

Application Closing Date: Wednesday 25 October 2017

Email Application to: rb@aurorafoundation.is