

Educational Initiative for Central and Eastern Europe Internships

Educational Initiative for Central and Eastern Europe (EICEE) seeks qualified candidates for **Unpaid Internship Positions** at its metro-accessible Arlington, VA office. Candidates may apply to begin immediately or apply for the Fall Internship program.

Duties may include but are not limited to:

- Researching Central and Eastern European policies and issues
- Assisting in identifying and researching potential donors
- Drafting correspondence
- Assisting in the preparation of grant requests
- Assisting in the production of a weekly online newsletter
- Editing and proofreading texts in preparation for publication
- Scheduling meetings
- Facilitating staff's work through performance of administrative tasks

Qualifications:

Ideal candidate will be disciplined, motivated, and possess excellent interpersonal and communication skills. Must be detail-oriented and possess strong writing and proofreading skills. Candidate must be able to handle all business with confidentiality and discretion. Familiarity with Central and Eastern European issues and the history of communism is a plus but not essential.

Applications for immediate and Summer Internships are now being accepted. E-mail cover letter and resume to Seth Nichols nicholss@eicee.org or fax to (703) 294-4137. **Please indicate the date you could begin.**

EICEE is an international non-profit whose mission is to strengthen and promote free, just and democratic societies in Central and Eastern Europe. Its Arlington office is within easy walking distance of the Clarendon or Virginia Sq Metro stations. www.EICEE.org

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