



PAVEE POINT
TRAVELLERS CENTRE

Pavee Point is seeking an intern to work with our Roma Project

We are looking for an intern with strong experience in organising events to work with us in the lead up to European Week against Racism and International Roma Day.

The Roma Project intern will primarily work on organising a seminar for March 2012 and events to celebrate International Roma Day in April 2012.

Details

- Up to 20 hours a week.
- 3 months starting week of 13 February 2012.
- Intern will receive local public transport reimbursement and daily lunch allowance.
- Intern will be based in Pavee Point, North Great Charles St, Dublin 1.
- Closing date for applications is Friday, 3 February 2012.
- To apply, send a copy of your CV, including the details of 2 referees, with a cover letter to Siobhan Curran, Roma Project, at siobhan.curran@pavee.ie.

The primary responsibilities for this internship include but are not limited to:

- Raising awareness and invitations for seminar in March 2012 and International Roma Day.
- Working with Roma communities to raise awareness of the events and to prepare in advance.
- Liaising with elected representative and Departmental representatives in advance of March seminar.
- Organising logistics for operation and documentation of events.
- Assisting in preparing materials for media releases.
- Preparation of seminar packs, including briefing materials.
- Preparation of material for website pre and post seminar.
- Compiling materials from seminar to be used in report.
- Organising creative events leading up to International Roma Day.

Skills Required:

- Experience organising seminars / conferences / creative events
- Strong organisational and administrative skills
- Proven ability to work on your own initiative
- Ability to prioritise projects
- Advanced communication skills: verbal and written
- Strong commitment to the principles of anti-racism and equality
- Experience / interest in working with Roma communities
- Knowledge of issues facing Roma communities in Ireland
- Motivation and flexibility

The closing date for applications is Friday, 3 February 2012. Interviews will be scheduled for the week starting 6 February 2012. Successful applicants will be subject to reference checks.

Pavee Point is committed to equality of opportunity and welcomes applications from all sectors of the community.