



CDRSEE

Center for Democracy and Reconciliation
in Southeast Europe

CDRSEE INTERNSHIP PROGRAMME

General principles

Each intern is an individual, selected for the programme on the basis of their unique talents, ability to work as part of the CDRSEE team and potential for both learning from, and contributing to, the organisation. The framework of the internship programme is therefore flexible, responsive and collaborative. It is not a set of timetables and tasks to be imposed on the intern, nor a list of expectations from the intern that the CDRSEE will definitively be able to meet. Rather, it is a cooperative process whereby each intern becomes a temporary part of the team and defines their goals and interests within the broad work areas of the CDRSEE, and the organisation assists, trains and cooperates with the intern in reaching these goals, which are of mutual benefit.

Interns are welcomed to the CDRSEE as members of a democratic and supportive team and the relationship between the intern and the CDRSEE is one of mutual respect, trust and of ensuring that both the intern and the CDRSEE gain from the experience.

THE INTERNSHIP

The internship is usually 3 months, but this is flexible.

ORIENTATION:

Every new intern will undergo a short orientation / introduction at the beginning of the internship. The interns will be informed about our work, the CDRSEE's active projects and mission and provided with visual and written material about the organisation. They will also be introduced to each member of the team who will spend 10-15 minutes with the intern and briefly tell him/her what he/she does and how they fit into the organisation and its work. This will make it easier for the intern to know who to address particular issues to.

Part of this orientation will also involve getting to know about the intern's interests and what they might like to work on.

During the orientation we will help the intern set his/her goals for the internship, devise an adequate itinerary for the internship and also manage his/her expectations.

We will provide the intern with a list of general areas that they can get involved in (see below), so that they can gain a clear idea of how the work we do is approached, divided up, and contributes to the whole, and ask them to think about which might suit them. We do not expect them to choose one field on their first day and then stick to it, but at the orientation, they will be introduced to the areas of work and encouraged to think about what they might like to focus on. It is important at this stage to inform the intern that the levels of activity in each area are not necessarily stable. For example, if they are interested in PR, events and media, but their internship is during the summer they may be disappointed as it might be that this sector of our work is not particularly active at that point and that they will have to focus on something else. Further to working with the intern on issues of goals, projects and the content of the CDRSEE's work, we will also emphasise the issues of **how** we work; with mutual respect, communication, trying to solve problems collaboratively, team work, supporting each other and a democratic environment where everyone contributes ideas and is listened to.

We will encourage interns not to be afraid of self-initiative and to be confident and proactive in their attitude towards our work. We will make it clear that they can go to anyone in the CDRSEE for help, advice or to

suggest an idea to. If they are unhappy with any aspect of their internship, they can talk to anyone in the organisation.

Furthermore, besides the general intern duties, they will be encouraged to find innovative ways to contribute to our mission.

AREAS OF WORK:

Every intern can be **involved in all the following areas at different times**, according to our needs:

- **PROJECT WRITING:** they will learn how to write concept notes, how to write the budget, look for call for proposals, learn about the application processes.
- **PROJECT MANAGEMENT:** Project management, organisational work, budget management, project management cycle
- **Social media and PR.:** helping with newsletters, writing articles, advising us with regard to communication and PR strategies. Conceiving posts for social media channels. Assisting at press events.
- **Social science research:** Interns can help design research methodologies and potentially assist in carrying out primary social research in order to inform project activities, write position papers or contribute to wider programmes.
- **Conceptual work/ Developing ideas for projects and elaborating them:** interns will be encouraged to propose ideas for new projects and write reports/analysis about their implementation/feasibility. They will be trained in whatever aspects of this process are needed.
- **Core funding and corporate sponsorship / donor relations.**
- **Administrative/office management work**

Although each intern will be involved in all of our activities, according to our needs, they will **choose whether to focus their internship on one of the two main areas**, namely, **PROJECT WRITING** and **PROJECT MANAGEMENT**.

Besides these two main areas, interns can also decide to focus additionally on another area such as **Social media and PR** and **Social science research**.

INTERACTION and FEEDBACK

The interns will be encouraged to talk to any of the CDRSEE staff at any time if they feel unhappy with any aspect of their internship and we will maintain an atmosphere of openness and encouragement, so that interns feel comfortable in approaching us. In addition, we will ask them to fill in a short feedback form every 3 weeks to help both them and us assess whether their goals are being achieved,(if not, why not, what can be done to help), whether their goals have changed, whether they feel they are contributing, if are they happy with the internship etc.

The reason for instituting a semi-formal feedback system at such regular points is to ensure that if there is a problem, we can resolve it and improve on it. A final evaluation alone, gives us useful information about the internship, but it is too late to change anything for that individual intern, if things are not going well.

Therefore, the feedback is a means for the CDRSEE to constantly improve and to listen to the intern without them feeling like they are interrupting the staff or complaining.

The intern will also write a semi-formal report once a month based on the attached form. The aim of this is twofold: firstly to document the content and range of the work that the intern does, and to evaluate whether they are doing what they wanted, getting involved in areas of interest and working efficiently and secondly, to assist the intern in learning how to write professional reports, meet deadlines and evaluate their own work.

CONCLUSION of the INTERNSHIP:

Interns will be given a certificate on completion of the internship and can request a letter of recommendation at any time after their internship, when applying for jobs and studies. The CDRSEE will provide them with a personalised recommendation, structured to meet the requirements of the position they are applying to (rather than a standard reference letter).

Interns will be encouraged to stay in touch, keep us up to date with their studies, write articles for the newsletter and remain part of the extended CDRSEE network.