

key2advance

An internship with Serve the City Brussels

Exclusive to BSIS students?	Exclusive (Only BSIS students contacted)
Starting and ending date	Mid-March for a minimum period of three months (both start and end date are flexible)
Position	Project Assistant
Application deadline	March 15 th , 2023
Is it remunerated?	No
Are there other forms of compensation?	Monthly public transport ticket
Are there any perks such as travel?	No <i>Serve the City is a global movement of volunteers showing kindness in practical ways to people in need. We partner with homeless shelters, refugee centers, orphanages, and other associations, offering help and support. Serve the City creates events that mobilize many volunteers to serve in simple ways – sports, music, arts and crafts, meals, friendship and more.</i>
Position description	The Project Assistant will coordinate the international volunteer program, which entails assisting with the preparation of projects and accompanying volunteers to various social action activities within Brussels. Additional tasks will include providing the team with administrative and logistical support and assisting the communications team on social media, with the newsletter, and with management of the website.
Skills and qualifications	We are looking for people who would like to make a difference in Brussels through spreading kindness. Fluency in English is a must,

knowledge of French, Dutch or other languages is always a plus. You must be detail-oriented, organized and possess good communication, problem-solving, and leadership skills.

**Who you can
address your letter
to** Nathan Torrini