

## Internship/Project Assistant, Jordan cewas Middle East

cewas Middle East is the regional branch of cewas international, a swiss non-profit organisation that offers professional training, coaching, mentorship and consulting in business development for sustainable water, sanitation and resource management. cewas was initiated and is managed by the Swiss consulting company seecon gmbh.

cewas Middle East aims to increase the role of the private sector and sustainable entrepreneurship in tackling the environmental issues of the region. Its programmes focus on helping expand green entrepreneurship, as well as the challenges related to the humanitarian crises in the MENA region.

We are offering a 3 months internship position (50% = 20 hours/week) that, by successful completion, would transfer into a project assistant position.

**Application deadline: 22<sup>nd</sup> July 2018**

**Start date: Mid-August 2018**

### Activities:

- Communicate with mentors, start-ups and the expert network of cewas Middle East
- Responsible for outreach and social media support
- Prepare the newsletter
- Development of general communication materials
- Update website content generally and write short news blurbs for the website
- Build our community page on the website and develop stories about our start-ups for Facebook
- Screen funding/investment and networking opportunities for start-ups
- Update list of Think Tank/Mentor/Expert Network
- Support in organizational and logistic aspects of trainings and events and their preparations
- Support with the development and marketing of SSWM trainings: Update the website's SSWM page on upcoming and past trainings, create database of partners/networks/contacts/ mailing lists, map on-going/past capacity development efforts in Iraq, Lebanon, Jordan with regards to SSWM
- Report writing and background research for the different activities/trainings/projects
- Administrative support

### Requirements:

1. Master Degree or equivalent working experience in social science, environmental science, marketing, management, entrepreneurship or related field
2. Extensive network in any of the following: WASH/environmental/business development sector/start-ups
3. Fluent in Arabic a must, and strong command of English (spoken and written)
4. Self-motivated, self-organized and initiative seeking
5. Strong communication and networking skills
6. Demonstrated personal interest in environmental issues/start-ups

### Remuneration/Benefits:

- Flexible working hours (except of training days)
- Free access to all cewas trainings in Jordan and potentially in the region
- International work environment and access to international experts in respective sectors
- Remuneration of internship and later project assistant position (details follow in personal meeting)

If you are interested, please send your CV, statement of interest, and a reference letter to [ruweida.aljabali@cewas.org](mailto:ruweida.aljabali@cewas.org)

[middleeast@cewas.org](mailto:middleeast@cewas.org) | [www.cewasmiddleeast.org](http://www.cewasmiddleeast.org)