**Intern in Project Management / Communications and Development**

Duration: 6 months, February-August 2019 (dates are flexible)

Stipend provided

Deadline for applications : December 10th

The House of the Rising Stars is a foundation created to federate the brilliant minds of the new generation, the future leaders of tomorrow's world. The Rising Stars are internationally selected by a board of eminent personalities – deans of universities, high political officers, managing directors... - for their exceptional achievements, in their studies, careers or personal lives. Under the direction of a College of Mentors who embody the foundation's five areas of expertise (politics, economy, science, arts, religions), the Rising Stars work together to define the world they want to live in. They come from diverse backgrounds and are brought together by a common ambition: to influence the political and strategic decisions made by States and international organisations by creating the first global index rating governmental action : the Global Governance Index.

The House of the Rising Stars is recruiting an intern in project management/ communications and development. He/she must be an all-rounder ready to drive the foundation's projects such as the Global Governance Index (GGI 2019) and Rising Generation, a competition organized with the CSFRS and the ANAJ-IHEDN. The intern will carry out the following tasks : - Participate in the recruitment of new Rising Stars - Animate communications between the Rising Stars and the Mentors - Manage a team of Rising Stars by delegating missions according to each person's domain of expertise - Propose, plan and carry out the projects of the foundation alongside the Rising Stars and other partners (writing reports, conducting press reviews, organising events, retro- plannings..) - Update the foundation's website and blog - Translate documents French-English

The candidate can either apply for a full-time internship (35h/week) or half-time (20h to 25h/week)

The ideal candidate should meet the following criteria - Be fluent in French and English - Be dynamic, resourceful and autonomous - Be driven by an interdisciplinary curiosity (politics, economics, science, arts, religions, technology...) - Have strong organisational, research and analytical skills - Appreciate teamwork and human contact - Preferably have a previous experience in project management, communications, administration - Proficient with digital technology (internet, wordpress, social networks, intranet) and Office pack (word, excel, powerpoint)

Please address your applications (resume + cover letter) to the following address thehouseoftherisingstars@gmail.com . For more information, please visit our website [www.thehouseoftherisingstars.com](http://www.thehouseoftherisingstars.com) .

The candidate must be available for a meeting with the current project manager to be set between December 11th and 14th.