

## Internship offer: Project Management Assistant

### Organisational Profile

Close the Gap is a not-for-profit organization focused on ICT (information communication technology) for development, based in Brussels Belgium, and active in more than 50 countries around the world bridging the digital divide. Together with its sister organisation WorldLoop, we engage with social entrepreneurs, students, change agents and some of the world's biggest companies working to sustainably empower communities in developing countries through ICT.

### Internship Profile: "Project Management Assistant"

Are you passionately interested in the topics of development, corporate social responsibility, sustainability, innovation, and circular economy? Are you looking for an internship in a dynamic and innovative social enterprise?

We offer a small and fast paced work environment and seek talented individuals who crave to learn new skills and aren't afraid to tackle big projects. As an intern, you will get to work with every level of our organisation, while working on real projects that will help us achieve our mission to sustainably bridge the digital divide.

The ideal candidate is someone who is sociable, willing to take initiatives, eager to learn, has good English writing skills, and interested in project management/communications and shows a professional work ethic.

During the internship you will learn **Project Management skills:**

- Assist in managing the exciting Belgian "[Digital for Development](#)" platform project
- Manage and update an online platform with D4D stakeholders and best practices on development projects in Africa and elsewhere who best use digital skills to create social impact
- Help coordinate and organize project events (such as networking & cocreation events, hackathon, mission in Africa)
- Assist with research
- Getting to know the main actors in development in Belgium (Government, civil society and private sector companies)
- Working with Close the Gap various partners and expanding your
- Network and communication skills.

**Intern Profile:**

The ideal candidate has several of the following qualities:

- Background in Commercial Engineering, Business, Marketing, Communication, non-profit management or other related discipline.
- Creative self-starter who is comfortable with both multi-tasking and taking initiative. You are also comfortable with working independently as well as in collaboration team.
- Detail oriented with strong written and verbal communication skills (in English).
- Fluency in English required. French and/or Dutch is a bonus.

**When:**

As soon as possible (Minimum six weeks)

**Important: This internship is non-remunerated except for transportation costs.**

**Interested?**

We would love to hear from you! Just send an email to [Julie.de.bergeyck@close-the-gap.org](mailto:Julie.de.bergeyck@close-the-gap.org) with your CV and a short explanation why you are motivated or call Julie de Bergeyck at + 32 (0) 474 99 71 16.