Organisational Profile

Mothers at Risk (MAR) ([www.mothersatrisk.org](http://www.mothersatrisk.org)) is an independent, international non-profit organization devoted to reducing the vulnerability of mothers, women and girls living in poverty, so they may have safer pregnancies and deliveries and reach motherhood healthier and better educated. MAR is a fully volunteer-based non-profit organization registered in Brussels in 2009 (number 0817653679) with projects in Nicaragua, Haiti, Egypt, Morocco, Tanzania and Kenya.

Internship Profile

This internship position reports to the Events Manager of MAR and involves support in the planning, organization and running of MAR’s recurring fundraising events (classical music recitals, art vernissages and lectures). Through these events, MAR raises much-needed funds for its projects in Africa, Central America and the Middle East. These events are hosted in a turn-of-the-century Brussels Villa and attendees include representatives of international organizations, private sector, the European Union, diplomatic corps and the world of art and culture. The hosts are well-known patrons of the arts in Belgium. The responsibilities for this intern are:

- Designing electronic invitations for the events (graphic design and drafting the text).
- Creating lists of invitees and attendees (in the hundreds).
- Helping with the issuing of thank you notes to artists and selected guests after the events.
- Taking photographs of the events and writing up posts for MAR’s Facebook and MAR’s newsletter.
- Helping to organize and keep up-to-date all filing relative to the events (invitations, photos, etc).
- Providing hands-on support to organize the events (preparing the venue, attending to guests, etc).

Please note that some of these events are scheduled on weekends. The duties and responsibilities listed above are intended as a guide but are not exhaustive. Other activities may be added as required.

Intern Profile

The ideal candidate has the following qualities:

- Excellent English skills, oral and written, are imperative. French and/or Spanish are an asset.
- Organized, efficient, responsible, self-directed, takes initiative.
- Works well both individually and in a team, good interpersonal skills.
- Excellent command of Microsoft Office tools (Word, Excel, PPP).
- Punctual, meets deadlines.