

## **PARTNERSHIPS AND PROGRAMS ASSISTANT**

### **Internship Description**

FAST is looking for an enthusiastic and hardworking intern, ready for new challenges!

The intern will support the Programs Unit with research tasks, undertaking data collection, maintaining databases, assisting with logistical tasks, such as organizing events, promoting programs, scheduling meetings with the local stakeholders, etc. The intern will be assigned a supervisor who will identify project goals and learning outcomes, inspire, mentor and support his/her professional development.

Please note that the internship program is unpaid.

### **Key Skills and Qualifications:**

- Good research and data compilation skills
- Excellent written and verbal communications skills
- Excellent document management and detail-orientation
- Ability to act independently and work with team members of all levels
- Ability to meet deadlines and work under pressure as part of a team
- Proficient in MS Office package, particularly in Microsoft Excel. Experience using Google Docs.
- Excellent command of English, Armenian and Russian.

### **Application procedure:**

All interested candidates are kindly requested to submit their CVs by email to [internship@fast.foundation](mailto:internship@fast.foundation). Please indicate "Partnerships and Programs Assistant" in the subject line of your email. FAST is grateful to all interested applicants; however, only shortlisted candidates will be contacted for the interview.

**About FAST:**

Foundation for Armenian Science and Technology (FAST) is conceived as a comprehensive platform to foster technological and scientific breakthroughs in Armenia. FAST aims to revive the country's strong Science, Technology, Engineering and Mathematics (STEM) traditions, establishing a favorable regime for the innovative environment, fostering science and technology education, and actively developing a venture capital ecosystem. One of the most pivotal tasks of FAST is to engage tech and scientific communities in raising the profile of Armenia as a hub for technological and scientific discoveries and developments.

**Application deadline:****September 27, 2018**

*Note: Employment decisions are made without regard to race, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or other characteristics protected by law.*