

The CDCS Internship program

The CDCS encourages contribution of every citizen in realization its mission to promote ideas about democracy and civil society, women's and minority rights, pluralism/diversity (cultural, linguistic, religious and political). The CDCS long –term goal is to foster a civil society through civic education.

Knowledgeable, passionate, energetic college/university students are welcome to apply for internships within the CDCS. Interns may express a preference for a specific type of task, but the final assignment rests with the CDCS.

Internships are available to select college/university students throughout the year, and to all applicants living in Armenia and/or abroad. Applications can be completed and returned, along with a personal statement and a letter of recommendation. All applicants will receive a response within 2 weeks of submitting.

Intern Cost Responsibilities: (for visitors from abroad)

- Travel cost to and from Armenia
- Housing in Armenia
- Daily meals
- Local excursions
- Souvenirs and incidental expenses

Application Packet Checklist:

- Application Form
- Personal Statement
- A Letter of Recommendation
- CV/Resume

FREQUENTLY ASKED QUESTIONS:

What Is The Expected Duration of the Internship?

In order to be meaningful for the intern and for the CDCS office, the internship should last a minimum of 12 weeks. Longer is preferable.

What will be my Duties of the Internship?

Duties of the internship will vary depending on the needs of the CDCS, assigned tasks, and the capacity and interest of the potential intern.

How Long Are Workdays?

Work hours are generally from 10:00 am until 6 pm, with a break for lunch. If there are specific projects, conferences, or deadlines, interns are expected to stay and help meet deadlines.

Is Reading and Writing Armenian a Requirement?

Reading and writing Armenian is not required, but is always a plus.

Is there any sort of compensation?

There is no financial compensation or assistance provided. This is a non-paid internship. Compensation comes in the form of experience gained.

Do I include the Recommendation Letters along with the Application?

It is best to provide as much material as possible with your application.

Is there an interview phase?

There is either an in-person or a telephone interview prior to a selection decision being made.

Where will I live while during my Internship?

Room and board is not provided through the internship program; however, we can provide assistance in helping you look for appropriate lodging.

How much does it cost accommodation in Yerevan?

Rent in the center of Yerevan for a one bedroom ranges about \$300.00 (USD) and up.

How much does an average meal cost at restaurants in Yerevan?

An average meal costs around 1500.00/2000 AMD, which is approximately \$4.00/ 5.00(USD). Meal prices can drastically rise depending on personal taste.

Where do I get an Armenian visa?

Visas are available at the airport, upon arrival, at a cost of \$40 (USD), for a 120 day SINGLE-entry period – Visa extensions ARE REQUIRED for stays longer than 120 days.

Alternatively, Armenian embassies and consulates around the world provide visas. Finally, a visa application can be filed on-line (www.armeniaforeignministry.com), and a visa can be issued electronically within 48 hours.

HOW TO APPLY

Please complete the application form and send along with Letter of Recommendation, CV/Resume and Personal Statement to the CDCS office: 49 Nalbandyan St., #7, Yerevan 0025, Armenia, or send the digital copy to info@cdcs.am and indicate in subject line Internship Program.

CONTACT INFORMATION:

Postal address: 49 Nalbandian, # 7
0025 Yerevan, Armenia

Office address: 15 Aghayan, # 17
0001 Yerevan, Armenia

Tel.: (374-10) 560 544

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E-mail: info@cdcs.am

Website: <http://www.cdcs.am>

THE CDCS IS LOOKING FORWARD TO ESTABLISHING CONTACTS AND TO COLLABORATING WITH BOTH LOCAL AND INTERNATIONAL ORGANIZATIONS