



Gymnastics Ethics Foundation Fondation d'Éthique de la Gymnastique

Legal Intern Position

The Gymnastics Ethics Foundation is looking for a highly motivated intern, who wishes to gain professional experience in sports law. The intern will support the Foundation in general administrative tasks, media and communications and general case management. This internship will provide the intern with supervised practical work experience and an opportunity to gain more in-depth knowledge of key issues in sports integrity, governance and safe sport. This is a paid internship.

Responsibilities:

- General case management support (reviewing and analysing complaints, summarising the issues, drafting communications, filing, preparation for hearing and tracking cases)
- Assist and take notes in witness interviews
- Weekly communications/social media updates
- Prepare minutes of meetings and other documents
- Draft legal documents
- Work on presentations
- Conduct research into specific topics and draft summaries of research results
- Perform administrative tasks, such as filing, copying, and scheduling meetings
- Undertake other related ad-hoc tasks and assignments as required

Requirements:

- Specific interest in the work of the [Gymnastics Ethics Foundation](https://www.gymnasticethicsfoundation.org)
- Currently pursuing or have completed a bachelor's or master's degree in law
- Advanced oral and written communications skills in English with a working knowledge of French; other languages a plus
- Creative solution-finder, ability to organize a daily workload independently by priorities and to meet deadlines
- Must be able to work with sensitive information

Additional information:

- Ideally full-time although candidates interested in part-time roles will also be considered (minimum 60 %)
- Starting date ideally end of February or beginning of March 2023 (to be agreed)
- Minimum length of internship is 6 months
- Flexible working arrangements (possibility to work remotely)

Applications (CV and letter of motivation) should be sent to: contact@gymnasticethicsfoundation.org no later than Friday, 3 February 2023. We thank all candidates for their interest.

