



## Professional internship at The World Fair Trade Organization Europe (WFTO-Europe)

Are you interested in Fair Trade and want to have a fruitful professional experience? **Join us as an intern in our office in Brussels!** For the period from **mid-January 2018, to mid-July 2018** we are looking for potential candidates for the following position: **Communication and Membership & Monitoring** intern.

**WFTO-Europe** is one of the regional branches of the **World Fair Trade Organization (WFTO)** which is a worldwide network of Fair Trade organizations present in more than 70 countries. Its goal is to enable producers, especially in the global South, to improve their livelihoods and develop their communities through Fair Trade.

WFTO-Europe will help you improve your knowledge and skills, making sure you get the most out of this exciting internship. You will get hands-on experience with member communication and screening; external communication and promotion; budget drafting and application writing for EU grants; managing preparations, implementation and execution of the office's projects; and get the opportunity to participate in tons of interesting conferences, debates, and meetings taking place in the 'capital of Europe.'

### **Internship in Communication and Membership & Monitoring:**

As an intern at WFTO-Europe in Communication and Membership & Monitoring you will be responsible for the following tasks:

- Help develop our internal and external communication strategy, including our social channels and our newsletter.
- Help update the content of our website and include new features.
- Update and publish new posts giving visibility to member's initiatives in the WFTO-Europe website, social media sites, and other means available.
- Bring out a newsletter every three months (manage editorial planning, identify relevant topics to be communicated to members, develop content) and circulate it to the members to the other WFTO regions.
- Assist in the screening of WFTO's members' monitoring reports as well as managing the European membership database.
- Registration of all incoming application from European companies.
- Invite new European Fair Trade organisations to join the WFTO network
- Keep updated records and inform the WFTO Global Secretariat on developments



## Skills required

- Fluency in English
- Good communication skills (written and oral)
- Eagerness to learn
- Motivation for the Fair Trade movement
- Proficiency in other languages (French, Spanish and Portuguese) is highly valued
- Ability to work as part of a team

## Interested In Applying?

We strongly encourage applications from candidates who can perform different tasks across the areas mentioned. Please note that all our current opportunities are **unpaid**.

Candidates required to complete a training period as part of their academic degree, those with scholarships (such as: Erasmus Student Mobility for Work Placement, Leonardo da Vinci, PLOTEUS, or others), and those who can commit for a **period of 6 months** are preferred.

If you are interested, please send your **CV and a 1-page Cover Letter in English** explaining why you would like to work with us and what your contribution could be to [administration@wfto-europe.org](mailto:administration@wfto-europe.org) by the **19<sup>th</sup> of October 2017, 12pm (CEST)**. Please indicate your availability and preferences regarding start/ending dates and length of stay.

WFTO-Europe does not discriminate on the basis of age, gender, race, religion, sexual orientation or national origin.

Please note that we are, however, not responsible for checking whether you comply with visa requirements to enter the European Union. If you are a non-EU resident, you will need to offer proof of this when applying.

Should you have any questions, please direct them to [administration@wfto-europe.org](mailto:administration@wfto-europe.org)

We are looking forward to hearing from you!