



## 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: **Project Management and Fundraising** 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 Project Management and Fundraising:**

As an intern at WFTO-Europe in Project Management and Fundraising you will be responsible for the following tasks:

- Campaign and Events: contribute to the planning and implementation of specific campaigns and the organisation of events, such as the World Fair Trade Day and others.
- Fundraising and Project Management: support our fundraising strategy and project activities, including narrative and financial reporting.
- Administration: assist with the daily business, accounting, human resource management, databases, documentation and updates.

### **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!