



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

Are you a student 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 to mid-July 2020** we are looking for potential candidates for the following position: **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 & Outreach:

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.
- Create, publish and update content on our social media sites and our website, and assist the implementation of new features.
- Assist with event organisation, planning and implementation of e.g. our Biennial Conference in early summer.
- 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, which means we can only accept candidates who are students, and who have a grant (or other type of funding).

We do not require the grant or funding of your stay to be of a specific type, so long as it covers feasible living costs for the time of your internship.

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, why are you interested in Fair Trade and what your contribution could be to administration@wfto-europe.org by the **Friday 1st November 2019 at 12:00 (noon)** 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

We are looking forward to hearing from you!

WFTO-Europe's team