

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



Are you a student interested in how alternative business models can shape our world? **Join us as an intern in our office in Brussels!** We are looking for a motivated student who will support us as our Communication and Project Management Intern from **mid January 2021 to mid July 2021**.

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 offers you the possibility to gain experience in an international organization with an alternative business approach and strengthen your project management, and communication skills, as well as your business language and advocacy abilities.

Tasks and responsibilities

- Assist with implementation, monitoring and reporting of ongoing projects.
- Screen relevant funds or calls for projects and assist with drafting of applications, budget, etc. for application to calls.
- Invite new European Fair Trade enterprises to join the WFTO network
- External and internal communication:
 - Help to develop our communication strategy and to implement new features.
 - Assist with creating and updating content on our social media and our website
 - Communication with members and the WFTO Global Secretariat
 - Manage the WFTO-Europe quarterly newsletter (editorial planning, content development, publication)
- Contribute to the planning and implementation of specific campaigns and the organisation of possible events, whenever possible respecting health measures.
- Administration and HR: assist with the daily business, human resource management, recruitment process and data collection

Additionally, you will be able to participate in important conferences, debates and meetings in the 'capital of Europe'!

Skills required

- Fluency in English
- Proficiency in other European languages is highly valued
- Good communication skills (written and oral)
- Eagerness to learn
- IT and social media skills would be an asset
- Self-structured way of working
- Motivation for working within the Fair Trade movement

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**. Therefore, we can only accept candidates who are students, and who will be able to receive a grant or other type of funding (e.g. Erasmus plus).

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 your interest in Fair Trade, why you would like to work with us and how you will be an asset to our team to administration@wfto-europe.org by **November 5th 2020 at noon**. Please also indicate your availability and preferences regarding start and end date.

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

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.

In line with GDPR, we keep applications only for the purpose of recruitment to the specifically listed internship positions and will delete all personal information on candidates upon completion of the recruitment process or after a maximum of 6 months. For more information, please refer to our [Privacy and Data Protection Policy](#).