



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 2022 to mid-July 2022** we are looking for potential candidates for the following position: **Project Management and Fundraising Assistant.**

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 & 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 International Women's Day, World Fair Trade Day and others.
- Assist with implementation of EU project, monitoring of progress and reporting.
- Assist with content creation and publishing posts and articles on our social media channels and website in collaboration with the Membership & Outreach intern.
- Manage the WFTO-Europe quarterly newsletter (editorial planning, identify relevant topics to be communicated to members, develop content) and the circulation of it to WFTO-Europe's members.
- Support our fundraising strategy by screening relevant funds or calls for projects and assisting with drafting of applications, budget, etc. for application to calls.
- Administration: assist with the daily business, accounting, human resource management, databases, documentation and updates.



EUROPE

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 German) 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 **Friday, 12 November 2021 at 12:00 (noon) CET**. 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!

The WFTO-Europe Team

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](#).