

CALL FOR INTERNS – YFU-Norway



YFU Norway is offering internships to YFU returnees. We are now looking for interns for our student-recruitment program. We need 2 English/German/Spanish native speaking interns for 6-12 months internships for autumn 2008 (starting in August/September) and winter 2009. Shorter internship is also a possibility. You will live and work most of your time in Oslo, and you will also spend some time in some of the other cities in Norway and at camps if you are interested.

For the summer period the tasks will be assist the office in all student related business (school, travel, host families etc.).

Valued qualifications

- Basic knowledge of YFU and international exchanges
- Public speaking skills
- Ability to work in team as well as alone
- Good communication with teenagers
- Flexibility and adaptability
- Basic computer skills (Microsoft Office, web etc.)
- Native language either English/German/Spanish
- Lots of personality and enthusiasm
- Good self esteem

The interns will be accommodated with hostfamilies in Oslo for their stay. While traveling in Norway they will stay with volunteers and hostfamilies.

For application procedure and more details, please read the attached Factsheet.

DEADLINE: as soon as possible but no later than 15 May 2008

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Welcome to Norway!



YFU Norway
Prof. Dahls gt. 18.
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NORWAY

FACT SHEET - INTERNSHIP TO NORWAY

YFU-Norway is searching for English/German/Spanish speaking interns.

Objectives

YFU Norway use international interns to strengthen the work of the secretariat. Your work task will consist of recruiting students and host families as well as handling the application processes. Interns will gain valuable experience in general office related work, and delivering speeches in public in particular.

Job description: changes with the calendar

- September - February:
Design, conduct and evaluate school presentations, info-meetings and cultural workshops together with general office work.
- March - August:
Assist with student inquiries and follow up of applicants. General office duties. Planning and attendance at YFU orientations and other YFU related activities. Assist in Host family recruitment.

Time required:

We ask interns to stay for at least 3 months, but we would prefer interns that are able to stay from 6 to 12 months. Arrival dates to be discussed individually.

Travel:

The intern will pay for their own travel from their home country to Norway. You could ask your own YFU organization for a travel scholarship as some YFU organizations provide funding.

Accommodation:

YFU-Norway will provide full board and lodging, either with Norwegian volunteers or families, or in a rented room.

Location:

"Base camp" at the YFU office in Oslo. Presentations will take place all over Norway based on requests from schools and YFU-regions.

Expenses and pocket money:

All work related expenses will be covered (month pass at public transportation, train/air tickets to other towns, food when traveling etc.). In addition we will pay a weekly allowance

of 375 NOK. Interns will be issued with a GSM cell phone paid by YFU-Norway for the duration of the internship.

Interns are covered by a work insurance related to work accidents and injuries. Own travel insurance is advised.

Visa:

For stay longer than 3 months, YFU will cover the visa expenses as "Intern" (no fulltime work allowed). For a stay up to 3 months, a visa is not required for residents of most countries. Visa is not required for residents of EU countries.

Requirements:

Essential:

- Basic knowledge of YFU and International exchange
- Able to speak English and/or German in front of parents, teachers and young students
- Basic computer skills (Microsoft Office, web etc.)
- Polite telephone manner
- Promotional skills

Personal:

- Self-going and extrovert
- Enthusiasm
- Sense of Humor
- Curious and a will to learn

Other:

You should be a former YFU student (returnee) within the last 5-10 years. It is positive if you are a former YFU exchange student to Norway, but please apply even if you're not.

Applications:

- Applications should include:
- Description of applicant; name, address, phone, e-mail, gender and age
- Description of expectations towards the internship
- Possible references
- CV (Curriculum Vitae - a short resume of education, trainings, YFU background and personal skills)

For questions or information about the internship please contact Heidi Furustøl (heidi@yfu.no) by e-mail or telephone +47 2269 8180.

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