



Internship in Switzerland

YFU Switzerland is looking for a full-time intern. These are the details:

Possible dates:

January 1st 2008 – August 31st 2008 (8 months)
later beginning or earlier end upon agreement

Content:

- regular office work
- mailings, evaluations of questionnaires, administer of e-mail accounts, update the download area of the intranet for YFU volunteers, take minutes of the weekly office meeting, deal with administrative and logistic tasks before, during and after YFU Switzerland's annual meeting etc.

Special projects upon availability and qualification of the candidate. This could be:

- coordinating the campaign efforts of the Regional Directors and their volunteers
- maintaining the intranet and the public website of YFU Switzerland
- additional projects can be added

General requirements: The intern must have **good knowledge of Microsoft Office** (especially Word and Excel) and be used to working independently and efficiently. Working on evenings and weekends is sometimes necessary (e.g. mailings or YFU events on national or regional level).

Language requirements: Very good English skills (written and oral) are a must, good German skills are an advantage. (Applicants who have German as their native language or who have spent their exchange year in a German speaking country will be preferred.)

Lodging: The intern will stay with a Host Family in the surroundings of Bern.

Reimbursement: CHF 800 per month (approx. EUR 500), based on a 42 hour working week

Expenses: All work-related expenses (including daily transportation from the Host Family to the office) will be covered by YFU Switzerland. Travel costs to Switzerland and back are the intern's responsibility. Insurance coverage for Switzerland is also the responsibility of the intern.

Application: Please fill in the attached application form and send it together with a letter of motivation to patricia@yfu.ch no later than October 30th 2007. If you have any questions about the internship, feel free to write to the same address.

Apply now and you can expect an enriching work experience as well as the chance to enjoy the Swiss fall and winter in your spare time!

Best regards

Patricia Thoresen
Assistant National Director
YFU Switzerland