

Internship

World Fair Trade Organization (WFTO)



The World Fair Trade Organization (WFTO) is a global network of organisations representing the Fair Trade supply chain. Membership in WFTO provides Fair Trade organisations with credibility and identity by way of an international guarantee system, a place of learning where members connect with like-minded people from around the world, tools and training to increase market access, and a common voice that speaks out for Fair Trade and trade justice.

WFTO is the home of fair traders: producers, marketers, exporters, importers, wholesalers and retailers that demonstrate 100% commitment to Fair Trade and apply the WFTO 10 Principles of Fair Trade to their supply chain. The works and achievements of its members make WFTO a global authority on Fair Trade and a guardian of Fair Trade values and principles.

The WFTO operates in around 75 countries across 5 regions (Africa, Asia, Europe, Latin America, and North America and the Pacific Rim) with elected global and regional boards. The organisation maintains a small secretariat in Culemborg (around 10 people) which coordinates the activities of the movement.

WFTO currently has a vacancy for an enthusiastic and committed

JUNIOR COMMUNICATIONS OFFICER (4 February 2019 – 9 August 2019)

The internship position allows a first-hand experience on actual communications work of WFTO.

Main Tasks and responsibilities

Depending on the qualification/experience of the intern, a combination or all of the following tasks may be assigned:

1. Social Media – develop contents for social media, manage an international team of online social media interns, and proactively contribute to make WFTO social media channels more engaging, relevant and wide-reaching;
2. Manage the 'info' email account - answer queries, such as: becoming a member, sourcing of FT products, use of the logo, WFTO events and getting involved, and other queries.
3. Assist in content production of digital and printed institutional/communications materials (including newsletter and website content management);
4. Assist the internal communications of WFTO: draft announcements, circulate internal emails;



Address

WFTO World Fair Trade Organization,
Godfried Bomansstraat 8-3,
4103 WR Culemborg, The Netherlands



Phone | Email | Online

Phone: +31(0) 345 53 6487
Email: info@wfto.com
Website: www.wfto.com

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5. Assist media relations work – distribute press releases to the media, update the global media contact list, and maintain good relations with journalists and bloggers;
6. Logo and Label use monitoring – assist in making sure the WFTO brand is properly used and applied by members and authorised users through online monitoring, respond to monitored and reported unauthorised uses of the logo and label; and
7. Other tasks:
 - a. Collate impact studies from reputable institutions for the WFTO online library, and for use at the global office to increase our understanding on several current issues on FT, ethical business initiatives, social responsibility, social and solidarity economy, business, marketing, IT, among other things.
 - b. Help IT troubleshooting
 - c. Graphics designing (In-house style)
 - d. Assist members on branding application
 - e. Assist Conference preparations
 - f. Answer office telephone calls
 - g. Assist other administrative tasks.

Essential requirements

- University Degree in Communications, Marketing and/or Journalism
- Fluency in spoken and written English
- Good writing skills in English
- IT skills, including MS Office
- Hands-on and results-oriented

Desired

- Understanding of and commitment to the philosophy of Fair Trade
- Good understanding of current development issues
- Good command of Spanish or French language
- Experience working in a multi-cultural setting.
- HTML/CMS familiarity or experience
- Graphics Skills in Photoshop, Adobe Illustrator and other programs
- Be able to work independently.

Duration of Internship

Six months, from 04 February 2019 to 09 August 2019

Number of hours of work

36 hours/week



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Remuneration

This is an unpaid internship. The board and lodging of the trainee during the internship period will be the responsibility of the intern. We encourage the intern to look for grants to cover the cost of stay in the Netherlands during the training period.

A €300 monthly allowance and transportation from Utrecht Central Station to WFTO Office will be given to the intern.

Additional information

Please send CV/resume and a cover letter to [communications\[@\]wfto.com](mailto:communications[@]wfto.com), with subject line 'Communications Internship 2019', not later than 14 December 2018.



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