



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

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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 **the beginning of September 2024 to mid January 2025** we are looking for potential candidates for the following position: **Project Management & 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 organisations 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. WFTO-Europe offers you the possibility to gain experience in an international organisation with an alternative business approach and strengthen your project management and fundraising skills.

### Internship in Project Management & Fundraising:

As an intern at WFTO-Europe in Project Management and Fundraising you will be responsible for the following tasks:

- 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
- Assist with daily business administration: help drafting documents and reports (e.g. Annual Report, Members Review) and monitoring members.

Additionally, you will be able to participate in important conferences, debates and meetings in the 'capital of Europe' as a representative of the Fair Trade movement!



## Skills Required:

- Fluency in English
- Good communication skills (written and oral)
- Ability to work as part of a team and independently
- Eagerness to learn
- Proficiency in other languages is highly valued
- IT skills would be an asset
- Motivation for the Fair Trade movement

**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).**

## Interested in Applying?

We strongly encourage applications from candidates who can perform different tasks across the areas mentioned.

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](mailto:administration@wfto-europe.org) by **Sunday, 5th of May 2024 at midnight**. Please indicate your availability and preferences regarding start/ending dates and length of stay.

Interviews are foreseen between the **13th and the 15th of May 2024**.

Should you have any questions, please direct them to [administration@wfto-europe.org](mailto:administration@wfto-europe.org)

We are looking forward to hearing from you!

*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](#).*