



Internship in Switzerland

YFU Switzerland is looking for a full-time intern.

YFU Switzerland is a dynamic and growing organization with a strong and vibrant volunteer network.

Possible date:

1st of December 2017 or 3rd January 2018 – for one year

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. YFU events on national or regional level or mailings).

Language requirements: Very good German skills (written and oral) are a must; good English and French 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 735), based on a 42 hours 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. Compulsory insurance coverage for Switzerland is also the responsibility of the intern.



Greetings from the current intern:

Dear fellow intern

Are you thinking about applying for the internship at the YFU office in Switzerland?

I can give you some hints which may convince you to do it:

I've been the intern since February 2017 and since then I have made a good experience here. The tasks are very diverse. It includes everything from regular office work, helping with inbound files, dealing with online applications, being responsible for the social media performance of YFU Switzerland, help preparing the campaigns in the regions and also organizing small events is the intern's responsibility. In my opinion this wide range of different tasks makes the internship very interesting and it allows you to work independently.

I also have an excellent experience with the YFU team and volunteers. It is great to work with them and as an intern they always support you and help you.

Best regards and have fun at your internship

Daria

You can expect an enriching and stimulating work experience. We are looking forward to having you as our intern!

Are you interested in marketing, social media and communication? We offer the right opportunity for you to learn about it as we have regular projects in that area. You find us on www.yfu.ch

Please send an e-mail with your application to ornella.bieri@yfu.ch till 10th October 2017.