



YOUTH FOR UNDERSTANDING
Internationellt Ungdomsutbyte

Opportunity to be Intern in YFU Sweden

YFU Sweden is now offering an internship for 12 months starting preferably 15th January 2017. Welcome to join our team of staff and volunteers and be smitten by these smiles!



“Do you have a passion for meeting new people, learning new things, and making Excel spreadsheets? If so, you’ll probably enjoy a YFU internship! Being an intern is a great way to keep your exchange experience alive and gain experience working in an international office. You’ll spend your days at the office helping prepare Sweden’s next group of exchange students and your evenings hanging out with your new host family and our awesome volunteers. There’s never a dull moment!” Leslie Rutkin, present office intern from Arizona, USA (and smiling in the middle in the photo)

Tasks of the intern

The main tasks for our office intern are administrative work which includes a lot of contact with students and volunteers, and reaching out and promoting our programs in Sweden including training and motivating our volunteers. Concrete tasks are administration of outbound applications, organisation of selection interviews, registration of host families and inbound student files, organise promotional events, visit schools with infotables and more. The intern’s main priority is to support the Outbound Coordinator. The working language will be Swedish but with the help of English in the beginning.

Requirements

- Knowledge of- and passion for YFU, please ask your YFU organisation for a reference
- Ability to speak English (fluently) and Swedish (basic knowledge and strong willingness to learn more fast, or good knowledge of Danish/Norwegian to build on)



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- Good social skills and team-work skills (polite, friendly, enthusiastic)
- Confident in using phone as main tool to contact volunteers and external partners
- Happy to present and promote YFU in public
- Enthusiastic to administrative order
- Ability to work independently and efficiently

Skills like social media-marketing, organising events, trained orientation leader are helpful.

Expenses and accommodation

Accommodation will be arranged in a host family in the beautiful Swedish capital, Stockholm. All work-related expenses will be covered by YFU Sweden. In addition, the intern will receive an allowance of 2700 SEK per month and a monthly card for transportation within Stockholm.

The Intern must provide

- Travel from home country to and from Stockholm
- Own medical and accidental insurance

Application

Applications should include a letter of motivation and a CV. Also include a letter of reference from your YFU organisation if applicable. For host family purposes it is recommended to include a photo. Application documents should be sent via email to rekrytering@yfu.se no later than October 23rd 2017. For questions or further information please contact National Director at kerstin@yfu.se or info@yfu.se, +46 8 650 50 25.