

## INTERNSHIP IN AUSTRIA

### **YFU Austria is looking for a Full-time Internship**

YFU Austria is offering an Internship opportunity at our office in Vienna. Do you have a passion for meeting new people, learning new things, organising Data and networking with volunteers?

#### **Duration:**

Begin of Internship: **February 2018 for one year (35 hours a week)**

#### **General Requirements and Qualifications**

- General Knowledge of, and passion for YFU and intercultural exchange
- Functional Skills in Social Media, Communication and Marketing. Also helpful would be good research, data organisational and computer skills (experience with Linux programs)
- You may be required to work on weekends if necessary (YFU event or an international training for volunteers).
- We would like to have someone who works independently and efficiently. Someone who is able to work in a team as well as be self organized.
- Key qualities should be a willingness to learn, lots of enthusiasm and motivation.

#### **Tasks**

- 1) The main task is primarily administrative work which includes: maintaining contact with students and volunteers; registration of students & host families; capturing student files (inbound, outbound). You will be assisting our office team in particular daily routines, management of office inventory and purchases, assisting in student and parent support throughout the program cycle. Individual projects depending on personal skills and interests.
- 2) The second key task is the operational support for Social Media, Communication and Marketing portfolio.

#### **Language requirements**

- Very good German skills (written and oral) compulsory.
- Very helpful is English (fluently).

#### **Lodging**

YFU Austria will arrange living accommodation, either a rented apartment room or accommodation with a host family. Work related expenses will be covered by YFU Austria. In case you need to travel to the office you will receive a monthly card for transportation within Vienna.

## Reimbursement

150 € per month

## Expenses

- All work-related expenses (including daily transportation from the host family to the office) will be covered by YFU Austria.
- Travel costs to Austria and back are your responsibility, also your own compulsory health and accidental insurance. You need a valid visa (required for non-EU/Schengen countries). YFU provides required documents.

## Greetings from the current intern Ayanda (South Africa):

“Servus Future Intern

I have been at the Vienna Office since April 2017, and so far I have really enjoyed my time here. I have had the privilege of being part of this organization at a transitional point, where I've not only seen the organisation change, but have been able to be a part and contribute greatly to their growth. There are many ways that you can be involved, as there are a diverse number of organisational tasks, as well as projects that you will be able to really use your own initiative in shaping and bring to fruition. The Office Team is super motivated and co-operative, also there is always an aromatic scent of fresh Coffee in the air.

Did I mention that Vienna, in fact Austria in general is a scenic dream :)

The experience in the Office, will be what you make it. Bring your smile, an open mind and an open heart, and you'll fit in perfectly.

Yours in #YFUSpirit

Ayanda

The internship is a possibility to combine work training with work experience (35h/week). We enjoy having interns at our office and you will be seen as equal member of our staff. You can expect an stimulating work experience. The whole team is looking forward to having you as our intern! You can find us on [www.yfu.at](http://www.yfu.at)

## Contact and Application

Please send an e-mail with your application in German to the National Director:

[Elfriede.Schachner@yfu.at](mailto:Elfriede.Schachner@yfu.at) , **no later than December 1st 2017.**

- Letter of motivation
- CV
- references (if there are)
- For potential hostfamilies please also include a short letter to the hostfamily and nice pictures.

YFU AUSTRIA, Tulpengasse 5/1, 1080 Wien/Vienna