

## Opportunity to be Intern in YFU Sweden

YFU Sweden is now offering an internship for 12 months starting preferably 14<sup>th</sup> January 2019. Join our team of staff and volunteers and be smitten by these smiles!



*“If you are passionate about YFU and would like to spend a year in one of the most beautiful cities on the planet you should seriously consider applying for the internship here at YFU Sweden! You will work in a challenging but rewarding environment, meet amazing people and develop your administrative skills. You will also learn the Swedish language and, most importantly, you will find out what “FIKA” is all about! Do not hesitate and sign up for this incredible experience now!” – Kevin, intern in 2018 from Switzerland*

### 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 info-tables 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)
- Good social skills and teamwork skills (polite, friendly, enthusiastic)
- Confident in using phone as main tool to contact volunteers and external partners
- Happy to represent and promote YFU in public



**YOUTH FOR UNDERSTANDING**  
Internationellt Ungdomsutbyte

- Enthusiastic to administrative order
- Ability to work independently and efficiently

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

### **Expenses and accommodation**

Accommodation will be arranged in a host family in the beautiful Swedish capital, Stockholm. It is very helpful if you already have a contact with someone who could be a hostfamily.

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 or even a video where you present yourself.

Application documents should be sent via email to [rekrytering@yfu.se](mailto:rekrytering@yfu.se) no later than November 15<sup>th</sup> 2018. For questions or further information please contact our National Director at [thomas@yfu.se](mailto:thomas@yfu.se) , +46 8 650 50 25.