

IFOR, the International Fellowship of Reconciliation is an international interfaith peace organization dedicated to promoting nonviolence. IFOR has 81 branches, groups, and affiliates in 51 countries on all continents. IFOR counts six Nobel Peace Prize Laureates among its former and present members, and maintains permanent representatives at the United Nations (UN) in New York, Geneva and Vienna who regularly participate in conferences and meetings of UN bodies.

The IFOR international secretariat, based in Alkmaar, the Netherlands, co-ordinates communication among IFOR members, links branches to capacity-building resources, provides training in gender awareness, and helps co-ordinate international campaigns, delegations and urgent actions.

## **IFOR COMMUNICATIONS INTERN**

(Native French Speaker)

**TITLE: COMMUNICATIONS INTERN**

**LOCATION: IFOR INTERNATIONAL SECRETARIAT, ALKMAAR, NETHERLANDS**

**COMMITMENT: 4 MONTH APPOINTMENT, FULL-TIME, NEGOTIABLE**

### **Responsibilities and Functions may include:**

Publications (print and electronic)

- researching web, mails, publications for items of interest for IFOR publications
- writing, editing and proofreading IFOR publications
- maintaining and updating IFOR website
- translating from English to French
- Other duties reflect the skills of the volunteer and the needs of the organization (note: this description is not definitive).

### **GENERAL TASKS:**

There are a lot of general/administrative tasks that the volunteer or intern is expected to do. This includes, but is not limited to, photocopying, sending faxes, preparing mass mailings, running errands (to copy shop or post office, for example) when needed.

### **Requirements:**

- Native French speaker w/ conversant English level
- University student or higher degree
- commitment to peace & nonviolence
- self starter w/ organizational skills
- ability to set priorities
- computer knowledge
- French writing/editing skills
- willingness to do varied tasks

The Communications Intern is accountable to the Communication Officer. The Communications Intern volunteers for the IFOR Stichting, which has ultimate authority in all matters.

Please send CVs and letters of interest to: [office@ifor.org](mailto:office@ifor.org)

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