

Internship: Open House Day & Project Support (40%)

15 March – 15 July 2020 (4 months)

[Initiatives of Change \(IofC\) Switzerland](#), formerly known as CAUX-Initiatives of Change, is an independent, officially recognized Swiss foundation. We organize year-round programmes and events across Switzerland, specifically in the areas of peace, reconciliation, trust building and ethical leadership. We have owned the historic Caux Palace since 1946, where every summer we organize our flagship event, the Caux Forum, in collaboration with the global IofC network and partners.

Reporting lines

The intern will report to the Programme Manager Trustbuilding and will work in close collaboration with the Strategic Partnerships Manager.

Main responsibilities

The intern will be in charge of the [Open House Day on Sunday 5 July 2020](#) in Caux. (She) will also support Initiatives of Change's projects in the area of trustbuilding, in particular with regards to logistics, research and outreach.

Tasks

- Organise and run the Open House Day on Sunday 5 July 2020 in Caux based on the preparatory work which has already been done
 - Ensure detail planning with regards to logistics and liaise with relevant staff
 - Coordinate a team of around 30 volunteers
 - Set up and clear up the (pre-designed) scavenger hunt with 20 posts and all other activities
 - Moderate the event, for which we expect around 150 participants
 - Monitor and evaluate the event and make recommendations for future events
- Provide logistical support for the facilitation training on 30 March - 3 April in Geneva
- Look through film material from the Caux Forum and Initiatives of Change International to identify particularly inspiring video clips with regards to trustbuilding
- Research and map individuals and organisations who are active in the area of trustbuilding, assess their complementarity with regards to Initiatives of Change Switzerland and recommend next steps aligned with the foundation's new strategy
- Attend relevant events, in particular in International Geneva, and network actively
- Provide any other project support

Requirements

- University student or graduate in a related field
- Interest in the theme of trustbuilding and values-driven personality
- Strong organisational skills, with the ability to do detail planning – and to rapidly adjust and trouble-shoot if needed
- Strong research skills, as well as analytical and synthesizing skills
- Being at ease with talking in front of roughly 100 people and giving them instructions
- Excellent communication, interpersonal and networking skills
- Capacity to rapidly adapt to a complex and self-organising environment, and to work in a team
- Good written and spoken command of English and French, German is an asset
- Relevant computer skills (search engines, excel, etc.)
- Swiss or EU citizenship or a valid work permit
- Full availability on 4-5 July 2020 and partial availability on 30 March – 3 April

We offer

- A great opportunity to learn and to take responsibilities in an inspiring international environment
- A highly motivated and supportive team
- Flexible working time and possibility to partially work from home
- Accommodation and full board while working in Caux

Terms and Conditions

This is an unpaid internship running from 15 March to 15 July (4 months).

To apply

Please send your motivation letter, CV and certificates to events@caux.ch, with “Internship: Open House Day & Project Support (40%)” in the subject line, by Sunday 1st of March 2020. Interviews will be held on 9 and 10 March.