

### TWO EXCITING INTERNSHIP OPPORTUNITIES AT THE INTERNATIONAL OFFICE (IO) IN 2010

Have you ever wanted to see the IO? Wondered why it's in Newcastle; what it looks like; who the faces are behind the e-mails, wanted to work here for a while? If you have, or even if you haven't, this is a good chance to do it! Join the IO for an internship and contribute to CISV's development while enhancing your own skills.

	Internship 1 – Profile Raising	Internship 2 – Education
<b>Purpose of Internship</b>	To increase CISV's outreach to existing and potential CISVers via social networking media	To provide current and helpful activity advice for CISVers by reviewing and updating material on CISV activity planning and then making it available within the on-line Library.
<b>Key Responsibilities of Intern</b>	<ul style="list-style-type: none"> <li>- Assist in developing plan and content for on-line outreach material</li> <li>- Assist in publishing material on-line and maintaining CISV's presence within various social media.</li> <li>- Gather statistics and evidence of impact of communications</li> <li>- Assist in making recommendations for future use of social media</li> </ul>	<ul style="list-style-type: none"> <li>- Review contents of the CISV Activity Database and Game Books</li> <li>- Update material in line with CISV's new educational principles, programme goals and indicators</li> <li>- Edit content as needed</li> <li>- Transfer content to Activity Planning Templates</li> <li>- Publish activities in on-line format within the Library</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>- Working directly with the Communications Officer and the Profile Raising Department</li> <li>- Liaising and consulting with other committees, particularly IJB</li> <li>- Cooperating with the rest of the IO Staff</li> </ul>	<ul style="list-style-type: none"> <li>- Working directly with the Education Officer and the Chair of the Educational Content Committee (EDC)</li> <li>- Cooperating with the rest of the Education Department</li> <li>- Liaising and consulting with other committees (particularly Programme Committee contacts for Education)</li> <li>- Cooperating with the rest of the IO Staff</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>- Experience of using social networking media</li> <li>- Very good technical skills</li> <li>- Very good communications and excellent written English language skills</li> <li>- Ability to work independently</li> <li>- Being active in a CISV International Committee or at NA or Chapter level.</li> </ul>	<ul style="list-style-type: none"> <li>- Professional/Academic background in Education and or child development</li> <li>- Understanding of CISV goals and programmes</li> <li>- Some CISV Programme experience</li> <li>- Ability to work independently</li> <li>- Good written English language skills</li> <li>- Reasonable technical skills</li> </ul>
<b>Key Learning Points</b>	<ul style="list-style-type: none"> <li>- Increase your understanding of CISV operations</li> <li>- Contribute to CISV's operational and strategic goals</li> <li>- Enhance your networking and communications skills</li> <li>- Get involved with the work of different committees</li> <li>- Get office experience within a dedicated staff team</li> </ul>	<ul style="list-style-type: none"> <li>- Increase your understanding of CISV operations and educational and training principles, goals and content</li> <li>- Contribute to CISV's operational and strategic goals</li> <li>- Enhance your activity planning and communications skills</li> <li>- Get involved with the work of different committees</li> <li>- Get office experience within a dedicated staff team</li> </ul>
<b>Practicals</b>	<p>This is an unpaid, voluntary internship. A small honorarium may be paid.</p> <p>The structure is flexible: it can be full or part time, and can last from one to three months.</p> <p>Work must take place, at least part time at the IO, but some work can be done from home.</p> <p>Applicants must be able to work in the UK.</p> <p>This internship can start anytime from September 2010.</p>	<p>This is an unpaid, voluntary internship. A small honorarium may be paid.</p> <p>The structure is flexible: it can be full or part time, and can last from one to three months.</p> <p>Work must take place, at least part time at the IO, but some work can be done from home.</p> <p>Applicants must be able to work in the UK.</p> <p>This internship can start anytime from September 2010.</p>
<b>Apply</b>	<a href="#">Click here</a> for application process.	<a href="#">Click here</a> for application process.