Call for an

Intern for the Value Chain and Administration Departments

Desired start: February 2017

Head Office of IFOAM – Organics International in Bonn, Germany

IFOAM - Organics International leads, unites and assists the global organic movement. It has about 800 affiliates in nearly 120 countries and also acts as a Global Action Network that implements projects around the world.

The internship provides the opportunity to learn and develop new skills for professional development. The intern will gain from its time in the organization an in-depth insight into the operations of a well-recognized international NGO, improve communication skills and build up interpersonal and intercultural relationships.

The intern will assist the Value Chain Department in the promotion of the online certification database bioC as follows:

- Study the functionalities, capabilities and arrangements for using the bioC system;
- Establish contacts with certification bodies (CBs) in the UK and Germany, obtain lists of certified businesses (processors and traders) and their contacts, as well as with other large buyers (e.g. retailers);
- Contact businesses to promote bioC services, especially the full service option;
- Make contact with other CBs, groups of CBs, and governments in other countries to promote the uptake of bioC.

The intern will assist the Administration Department as follows:

- Update the database (SalesForce);
- Facilitate interaction with Self-organized Structures (Regional Bodies and Sector Platforms);
- Assist with website updates (Drupal);
- Support the transfer of files from the former training platform to the current website;
- Assist in all matters related to office coordination.

Desired profile:

- Good knowledge of spoken and written English, the official working language of IFOAM – Organics International. Knowledge of a second language is considered an asset;
- Fluency in common software tools like Word, Excel, PowerPoint, and experience with databases;
- Background in agriculture, project or NGO management, international development, business administration or other relevant fields.
- Knowledge of and interest in organic agriculture;
- Ability for self-motivation, logical thinking and priority setting;
- Willingness to perform a variety of tasks;
- Team spirit.
Required: Due to German labor law only currently matriculated students who can give written proof of a **COMPULSORY internship** required by the University curriculum or similar institution can be accepted.

Period: Start in February 2017. The duration of the internship should be no less than 5 months and ideally 6 months.

Conditions: 40 hours office presence per week. The place of work is the Head Office of IFOAM – Organics International in Bonn. Free accommodation and bike as means of transportation are provided by the organization. In case no scholarship is available, pocket money in the amount of 280 € per month is also provided.

Application: Please send your electronic application, including CV and motivation letter, written proof of the 5-6 months compulsory internship (e.g. an excerpt of your university’s requirements) and contact details of two references to Alicja Klaus at jobs@ifoam.bio.

Should you have questions, please contact Thomas Cierpka at +49-228-92650-15