

## Internship in the Communications Department of the International Caux Conferences

The International Caux Conferences are organised by the international network of Initiatives of Change. They take place in the conference centre in Caux above Montreux owned by the Swiss foundation CAUX-Initiatives of Change. Every year they attract around 1500 participants from all over the world.

The conferences 2010 run from 24 June to 17 August. During this time, CAUX-Initiatives of Change is offering an internship in the communications department.

### Tasks

- Website: Upload photographs, news stories, media releases, programmes, talks of speakers
- Write and/or translate media releases and news stories for the website in English, and, if possible, French and German
- Conduct interviews with conference participants/speakers in view of the conference report
- Take photographs
- Layout of documentation for conference participants
- Write/edit blog entries
- Write articles for the printed reports which will be published in English, French and German

### Skills

- Strong language skills -> Excellent writing skills in English. Knowledge of French and German an advantage
- Strong computer skills (knowledge of InDesign and Drupal is an advantage)
- Photography skills
- Knowledge of the Swiss media
- Social skills (be able to build relationships with people), intercultural awareness
- Flexible in time and mind (-> be able to adapt to new situations quickly)  
working time is quite flexible, as the conferences also run over weekends
- Self-starter, independent thinker
- Education: University graduate/Student (Communications, Political Science, Social Science...)

During their service, the selected candidates will live at the conference centre in Caux.

**We cannot offer any remuneration, but the costs for board and lodging are fully covered.**

**Application:** Please send your application until 28 February 2010 to: CAUX-Initiatives of Change, Philipp Thüler, P.O. Box, CH-6002 Lucerne, [philipp.thueler@caux.ch](mailto:philipp.thueler@caux.ch)

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