



# Youth Internship Programme

*An ecumenical experience for young people*

Geneva, Switzerland, October 2006 - September 2007

**The World Council of Churches** welcomes three young people (aged 18-30) to serve as Interns in its Geneva offices. We look for Interns who are committed to the ideals of the ecumenical movement, to bring their energy, commitment and fresh vision to a specific work assignment. For the WCC, Interns represent the potential of the ecumenical movement, and its search for a renewed vocation. Interns bring valuable experiences to the WCC at the same time as they go through several modules of ecumenical learning. The WCC Internships Programme prepares young people to continue their ecumenical involvement beyond the internship. Each intern is expected to plan an ecumenical project before the end of the internship period and implement this project once they return home.

WCC Youth Internships are usually for a period of 12 months. The next internship cycle is from October 2006 to September 2007. The interns are assigned a task within one of the WCC working areas. They carry out their tasks in co-operation with programme staff, one of whom will supervise each intern.

## General Qualifications

Interns should:

- Be between 18 to 30 years of age at the time the Internship begins.
- Have strong links to their local Christian community and strong involvement in ecumenical movement at the national and/or regional level, and be prepared to return to that involvement after the internship.
- Be able to work in English. Knowledge of one of the other WCC's working languages (French, Spanish or German) is desirable.
- Be able to work with flexibility and an open mind in a multi-cultural environment.
- Have the capacity and willingness to handle administrative tasks.
- Have computer skills.
- Have communication skills (spoken, but also written).

### 1. Worship

The intern will help co-ordinate and plan weekly worship services in the ecumenical centre for 2006-2007 together with the worship committee and sister organizations in the centre (i.e. Lutheran World Federation). The intern will also contact tenants within the centre to encourage wider participation in worship life. He/She will co-ordinate music and choirs for regular worship and special occasions (prayers for peace, Christmas etc). The intern will engage in theological reflections on the role of worship in international and ecumenical contexts and contact other Geneva -based international organizations to promote the work of the ecumenical centre.

**Specific Qualifications:** Background experience in co-ordinating and leading worship, prayers and liturgy. Skills in music and theology is an asset. He/She must be able to communicate to a large audience in an institutional setting and have computer skills. He/She should possess an openness towards people from different cultures, churches and demonstrate the ability to establish good relations with others.

### 2. WCC Visitor's Office & Programmatic Area

The intern will assist preparing programmes for visiting groups such as church delegations and students to the Ecumenical Centre in Geneva and accompany them during their visit. The intern will assist the staff with visits to churches, conferences and meetings. The other half of the internship will be working with one of the five programmatic areas of the WCC—Unity and Mission in the Life of the Churches, Power Justice and Peace, Life in Dignity, Ecumenical and Faith Formation, or Inter-religious Dialogue and Co-operation.

**Specific Qualifications:** German language skills an asset. Theology and/or social sciences education. Ecumenical experience. Ability to exercise hospitality and establish relations easily with people from different cultures. Skills and background knowledge/experience in one of the five WCC programmatic areas.

### 3. Management

The Management Intern will work closely with the Director of Management of the World Council of Churches and will be in regular contact with the senior management, programmatic staff and high-ranking representatives of the WCC's member churches and funding partners. The intern will be assigned specific tasks that will provide exposure and direct experience working within a Directorate that oversees income development, human resources, finance management and Information Technology.

**Specific Qualifications:** A first degree or equivalent in an appropriate field such as management, economics, human resources, accounting or fundraising. Ability to write and takes notes of meetings. Strong administrative, public relations and communication skills. Strong research skills, including Internet. Strong English language skills required, both written and verbal; in addition, French and other language skills a definite asset.

#### The WCC is responsible for the following benefits:

- Interns are paid a living allowance comparable with a student allowance, and in keeping with general practice amongst international organisations in Geneva.
- Economy travel to Geneva and return home.
- All costs associated with visas and work permit.
- Cost of bringing a reasonable amount of personal items and effects that are not included in airline allowances.

#### Applications

Please fill in the attached application form and send it to the WCC office along with the following documents:

- Short Curriculum Vitae (maximum of 2 pages) describing both your education/professional experience and your ecumenical/church involvement.
- Copy of a letter of recommendation from your church/ecumenical organisation
- Motivation letter

#### Please answer the following questions in your motivation letter:

- 1) What is your involvement in your local church or ecumenical movement?
- 2) Why are you interested in the ecumenical movement and becoming a WCC intern?
- 3) Have you ever been involved in ecumenical youth work at a local, national or international level?
- 4) How can you further ecumenical (youth) work in your local or national situation?
- 5) Describe yourself (personality, values, and life experience).
- 6) What is your idea for an ecumenical project that you will start at home after the WCC internship programme?

*\* Please write between 1-2 paragraphs in response to each question*

**Only applications, which are fully completed, accompanied with the mentioned enclosures and received on time, will be considered.** Applications should be submitted in English, by e-mail if possible, alternatively by fax or air mail. Your referees can send their recommendation letters directly to us (by e-mail or fax) if they prefer to do so. Due to the large number of applications received, it is not possible for us to acknowledge receipt of your application. Thank you for your patience and understanding. You will be notified by mail whether your application has been successful or not.

**Special note for US applicants:** Due to postal charges, we DO NOT accept express US Airmail courier. You can send your application by fax or e-mail if you want to be sure not to miss the deadline. Thank you for your understanding.

#### Applications should be addressed to:

WCC Youth Internships Programme P O Box 2100 1211 Geneva 2 Switzerland	E-mail: LSM@wcc-coe.org Phone: +41 22 791 6044 Fax: +41 22 791 6409 www.ecumenicalyouth.org
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Closing date for receiving applications for the three internships is **15<sup>th</sup> July 2006.**