



IFIL Webmaster

8.3.2013

IFIL, the *Initiative for Intercultural Learning (IFIL)*, is an independent non-profit organization, who has been promoting intercultural learning through organizing (intercultural) workshops and study trips since 2006. Every year young people organize study trips to any corner of the world with the support of IFIL. Participants of such trips are mostly students and young professionals with different backgrounds.

The IFIL Webmaster basically manages all sorts of information and converts it from various sources (all sorts of files, hardcopies, meetings etc.) to a variety of web-manageable outputs (active lists, databases, webpage, newsletter etc.). A careful execution of the tasks below is crucial for an efficient communication, a necessity of utmost importance in our association, between all IFIL members. Knowledge on programming languages is not required as we are working with an easy-to-understand Content Managing System (CMS). However, as most of the work will be on a computer, having high IT capacities and showing an affinity towards IT projects would be of great advantage.

Working in an honorary capacity: approx. 10%

Start: as soon as possible

Term: undetermined

Tasks:

- Setting up and managing mail addresses and accounts
- Setting up, updating and managing mailing lists
- Modifications by way of CMS (no knowledge on programming languages necessary)
 - General homepage adaptation and modification
 - Manage the „News“ section of the homepage
- Responsible for the newsletter and its correct distribution procedure
- Manage all study trips online, new trips every year (CMS-based)
- Manage the blogs (upload and customize text, pictures etc) of the organizers during their study trip in the summer
- Various information related tasks
- Help out with the association where necessary

We expect

- Passion for the work of IFIL
- Severe interest in working with a young and professional team in the field of intercultural management.
- Organizational talent, enjoyment of networking and upholding contacts
- Proactivity and teamwork capacity
- Responsible and independent workmode, but also participation in IFIL meetings

We offer

- Working in an honorary capacity in a young, professionally managed team of a multiple award-winning NPO
- exciting, diverse and informative work within the field of intercultural management
- Collection of experiences in a crucial area of management.
- A dense network with other associations, organizations and private persons.
- Access to advanced training proposed by third parties (SAJV, Youth In Action etc.)

You can find more information on www.ifil.ch. If you happen to have any questions, don't hesitate to contact Fanny Charmey, our chairwoman of the executive board (fanny.charmey@ifil.ch). We look forward to hearing from you!